NORTH CENTRAL REGIONAL TRANSIT DISTRICT
BOARD MEETING AGENDA

June 10, 2016
9:00 AM - 1:00 PM
Jim West Regional Transit
Board Room

CALL TO ORDER:

1. PLEDGE OF ALLEGIANCE
2. MOMENT OF SILENCE
3. ROLL CALL
4. INTRODUCTIONS
5. APPROVAL OF AGENDA
6. APPROVAL OF MINUTES – May 6, 2016
7. PUBLIC COMMENTS

PRESENTATION ITEMS:

A. Recognition of Ms. Patti Bushee Service to the North Central Regional Transit District
Sponsor: Daniel Barrone, Chairman and Anthony J. Mortillaro, Executive Director

ACTION ITEMS:

CLOSED SESSION

Closed session of the meeting pursuant to NMSA 1978, Section 10-15-1 (H) (5) regarding "collective bargaining" for the discussion of bargaining strategy preliminary to collective bargaining negotiations.

Closed session of the meeting pursuant to NMSA 1978, Section 10-151 (H) (2) limited personnel exception for the purpose of the annual performance evaluation of the Executive Director.

B. Reconvene in Open Session: Possible action item(s) from closed sessions.

C. Review and Acceptance of Goals and Objectives for Executive Director for the period of June 2016 to June 2017
Sponsor: Daniel Barrone, Chairman
Attachment

D. Discussion and Consideration of FY2017 Final Budget: Resolution No. 2016-20 adopting final 2017 Budget, Capital Investment Plan and Long Term Financial Plan
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director
Attachment

E. Discussion and Consideration of Resolution No. 2016-21 Providing for the Adoption of the 2017 Compensation Plan, Adoption of the Employee Performance Increase Matrix and Distribution of Salary Increases for Fiscal Year 2017 for Non-Represented Positions
Sponsor: Anthony J. Mortillaro, Executive Director
Attachment

F. Discussion and Possible Action and Direction to In-Source Legal Services and to Adopt Resolution No. 2016-22 Amending the FY 2017 Compensation Plan for Non-Represented Employees
Sponsor: Anthony J. Mortillaro, Executive Director
Attachment

G. Discussion and Consideration of Resolution No. 2016-23 for Disposal of Assets
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director
Attachment

H. Discussion and Consideration of Resolution No. 2016-24 Updates to the District's Travel Policy
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director
Attachment

I. Discussion and Consideration of Resolution No. 2016-25 Updates to the District's Investment Policy
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director
Attachment

J. Discussion and Consideration of Resolution No. 2016-26 Authorizing NCRTD Staff to Apply for Federal Funding through the Federal Fiscal Year (FFY) 2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Provide Improved Access to Health and Human Services by Offering Expanded Mobility Options within Taos County for Americans with Disabilities (ADA) and Non-ADA Riders, through ADA Complementary Paratransit and Demand Response Service
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager
Attachment

K. Discussion and Consideration of Resolution No. 2016-27 Authorizing the Submittal of Applications for Federal Funding for §5304, §5307, §5309, §5310 and §5311 in Federal Fiscal Year 2018
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager
Attachment

L. Discussion and Direction Authorizing Staff to Coordinate with DreamTree Project, Inc. to Implement a Safe Place Program and Possible Action Approving Resolution No. 2016-28 and Authorizing the Executive Director to Execute a Memorandum of Understanding
Sponsor: Anthony J. Mortillaro, Executive Director and Stacey McGuire, Planning, Projects and Grants Manager
Attachment

M. Discussion and Consideration of Resolution 2016-19 Requesting the Los Alamos County Council to Consider a Long Term Commitment for an Annual Contribution to the NCRTD
Sponsor Board Member Joe Maestas and Board Member Charlie Dorame
Attachment

DISCUSSION ITEMS:

N. Financial Report April for 2016:
Sponsor: Anthony J. Mortillaro, Executive Director and Troy Bingham, Finance Director
Attachment.

O. Finance Subcommittee Report:
Sponsor: Chair Pete Sheehey and Anthony J. Mortillaro, Executive Director
Minutes from April 22, 2016

P. Tribal Subcommittee Report:
Sponsor: Chair Charles Dorame and Anthony J. Mortillaro, Executive Director
None

Q. Executive Report and Comments from the Executive Director:

1.) **Executive Report for May 2016**
2.) **Performance Measures for April 2016**
3.) **Ridership Report for April 2016**

MATTERS FROM THE BOARD

MISCELLANEOUS

ADJOURN

NEXT BOARD MEETING: July 8, 2016 at 9:00 a.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

North Central Regional Transit District
Board Meeting
Friday, May 6, 2016
Jim West Regional Transit Board Room
Española, New Mexico
9:00 a.m. - 1:00 p.m.

CALL TO ORDER:

A regular meeting of the North Central Regional Transit District Board was called to order on the above date by Mayor Daniel Barrone, Chair, at 9:11 a.m. at the Jim West Regional Transit Center, Española, New Mexico.

1. **Pledge of Allegiance**

2. **Moment of Silence**

3. **Roll Call**

Ms. Trujillo called the roll and it indicated the presence of a quorum as follows:

Members Present:	**Elected Members**	**Alternate Designees**
Los Alamos County	*Councilor Pete Sheehey*	
Rio Arriba County		*Mr. Tomás Campos [later]*
Taos County	Absent	
Town of Taos	*Mayor Daniel Barrone, Chair*	
Santa Fe County	*Commissioner Miguel Chávez*	
Nambé Pueblo	*Lt Gov Arnold Garcia*	
Ohkay Owingeh	*Christy Van Buren*	
Pojoaque Pueblo		*Ms. Anna Sanchez*

Santa Clara Pueblo		*Ms. Mary Lou Valério*
City of Santa Fe		*Mr. Isaac Pino*
San Ildefonso Pueblo	Absent	
Tesuque Pueblo	Absent	
City of Española		*Councilor John Hernandez*
Town of Edgewood	Absent	
Rio Metro (ex officio)	*Mr. Tony Sylvester*	

Staff Members Present
Mr. Anthony J. Mortillaro, Executive Director
Ms. Stacey McGuire, Projects and Grants Specialist
Mr. Troy Bingham, Finance Director
Ms. Jackie Trujillo, Executive Assistant
Mr. Pat López, Financial Analyst
Ms. Daria Veprek, Human Resources Director

Others Present
Mr. Peter Dwyer, Legal Counsel
Mr. Carl Boaz, Stenographer
Mr. Ray Matthews, Santa Fe County
Mr. Keith Wilson, Santa Fe MPO
Mr. Tomás Martínez, Santa Fé Trails
Mr. Jon Bulthuis, Atomic City Transit
Mr. Philo Shelton, Los Alamos County
Ms. Bobbie Farrell, Senator Udall's Office

4. INTRODUCTIONS

Those present introduced themselves to the group after the agenda and minutes and awards were considered.

5. APPROVAL OF AGENDA

Councilor Sheehey moved to approve the Agenda as presented Commissioner Valério seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe

County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against. Rio Arriba County was not present for the vote.

6. APPROVAL OF MINUTES – April 8, 2016

Councilor Sheehey asked for a correction on the effective date for the start of travel service for the Jicarilla Apache Nation. It should be February 15, 2014.

Commissioner Chávez requested a correction for the date of the auditing contract. On page 9, it should be Feb 15, 2017 and in the motion on page 10.

Commissioner Chávez moved to approve the minutes of April 8, 2016 as amended. Councilor Sheehey seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against. Rio Arriba County was not present for the vote.

7. PUBLIC COMMENTS

There were no public comments.

PRESENTATION ITEMS:

A. Recognition of Mr. Jon Bulthuis Service to the North Central Regional Transit District

Chair Barrone thanked Mr. Bulthuis for all of his work on the Board.

Mr. Mortillaro said the RTD started in September 2004. Mr. Bulthuis joined the Board as an alternate in 2005 and Los County stole him from Santa Fe this year. He shared his expertise in those years and was very welcomed to make us a better agency and deal with issues we had never dealt with but Mr. Bulthuis had.

Chair Barrone read the recognition award and presented it to him.

Mr. Bulthuis said he appreciated the opportunity to serve and watch the RTD grow and now effectively serves a lot of people.

ACTION ITEMS:

B. Discussion and Consideration of NCRTD Board Attendance Report, April 2015-March 2016

Mr. Mortillaro said at the April board meeting, a board member asked Staff to review the report once again. We found the August meeting where Santa Clara was present, on page 21 of the report, on August 15, 2015. It is now accurate. We scanned through all the minutes to make sure.

Mr. Pino moved to approve the Attendance Report as presented. Chair Barrone seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against.

C. Discussion and Consideration of Resolution No. 2016-14 Authorizing a Budget Amendment to Increase the FY 2016 Budget for the 5304 Federal Funding for Planning Member Contributions, fund balance for the Santa Fe Trails Consolidation Study and Resolution No 2016-15 Authorizing the Use of fund Balance for Capital Outlay.

Mr. Mortillaro reminded the Board that two motions are needed.

Mr. Bingham explained this is related to a motion back in March to move ahead with the study. The RFP will take 30-45 days to complete. It is for $120,000 from NMDOT, with contributions from members. The use of the fund balance is consistent for capital projects and will capitalize the asset for use of the fund balance.

The first one is to increase the budget by $150,000 and the second is to use $15,000 from the fund balance with probably none in 2016. He explained that this is currently not in the budget the for the next item.

Mr. Campos joined the meeting at this time.

Councilor Sheehey asked if the Santa Fé City Council approved this. Mr. Pino agreed.

Mr. Mortillaro said the Santa Fé City Council did approve it without change to the letter of intent the Board had approved for the RFP. The City of Santa Fé reviewed the RFP and provided comments. The New Mexico Rail and Transit Division has also reviewed it. They sent us a 5304 contract and if approved, we will sign it.

Commissioner Chávez moved to approve Resolution No. 2016-14 Authorizing a Budget Amendment to Increase the FY 2016 Budget for the 5304 Federal Funding for Planning Member Contributions, fund balance for the Santa Fe Trails Consolidation Study. Councilor Sheehey seconded the motion and it passed by unanimous (10-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against.

Commissioner Chávez moved to approve Resolution No 2016-15 Authorizing the Use of fund Balance for Capital Outlay. Ms. Van Buren seconded the motion and it passed by unanimous (10-0)

roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Pojoaque Pueblo, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against.

D. Public Hearing and Presentation and Discussion of the Draft FY2016 Budget

Mr. Mortillaro presented a summary of the budget. It is a balanced budget and does use reserves for new service such as the second year of the Santa Fé Mountain Trail Route and the new La Cieneguilla route. It is $273,000 less than the prior year. The decline is mostly a decrease in capital spending. Also a decrease in salaries and benefits and $36,000 less in contracts. There are increases as well - some are related to increases in operations. And it has an increase in the non RTD allocation - that portion of GRT the District contributes to partners for regional services. Overall, the result is $273,000 or 2.3% less.

The budget continues the new route implementation that was approved in past fiscal year to the extent feasible and starts implementation of the Long Range Plan that over 20 years has $100 million associated with it. Obviously, the District doesn't have the funding right now but there are parts that can be incorporated into it such as regional planning efforts and the strategy the board adopted with possible election in 2018 to remove the sunset clause. It continues to have heavy capital investment in 14 buses. And it also continues investment in our employees which the Board enthusiastically supports.

There are position adjustments, performance increases and this year, renegotiation of the CBA.

This budget was discussed with the Finance Subcommittee last week and they recommended Board approval.

Mr. Bingham addressed the new format. He pointed out that the budget last year was about 25 pages and this budget is about 100 pages to make it understandable. Page 38 is the budget guide which explains every section of the budget. Page 39 has the financial policies. The budgetary controls are on page 40. Page 41 shows the non RTD expenditures. Tribal allocations are on page 43; Operations and overhead on page 44 that explain our overhead to the feds. Capital is on page 46 and CIP is explained on page 47.

In response to Commissioner Chávez, Mr. Mortillaro explained the GRT percentages.

Mr. Bingham said page 48 explains how we came up with the budget, the process for approval and how staff makes sure we are within the budget. Page 55 shows the routes and Page 57 spells out the acronyms. Pages 59-60 shows ridership with projections and partners are shown at the bottom.

Mr. López reviewed the budget spreadsheet on page 61. The first column is a description of revenues; the next is 2014 actual; then 2015 actual; then the 2016 budget; then projections and the last column is the 2016 budget request.

He reviewed the GRT, the federal grants and the 5311 capital program which is enough for 10 buses in 2017. It also includes 5310 funds from DOT which is enough to purchase 3 buses. There is also the federal

tribal program for Tesuque, San Ildefonso, Nambé and Santa Clara. The last part is $307,000 from TAP funds for the ADA stops. Contributions include $30,000 from Santa Fe City and County; $15,000 from Rio Metro; $15,000 from Ski Santa Fe for the Mountain Trail route. And a local contribution of $350,000 from Los Alamos County.

Councilor Sheehey said $350,000 was approved by the Los Alamos Council.

Mr. López listed the other sources from investments, advertising, insurance and fares. The cash balance is $144,500 for operating. The capital outlay cash balance is $732,857 and the overall total is $12,274,833.

Mr. López said staffing is on page 65 and the organization chart. Page 66 gives the detail of historical positions. The FTE total will stay the same. There are no new positions. And the number of individuals is down 4.5 because we are converting some temps to full-time positions. There are 75 individuals, including 48 union individuals.

Mr. Mortillaro said Administration is shown on page 68 and priorities are listed for 2017. We budgeted for ITS for Taos fleet and ultimately will include the rest of the fleet with ITS. We will aggressively pursue federal and state funding for transit improvements. There are also funds to initiate efforts to eliminate the sunset. Lots of polling has to occur to determine where we are with voters. The administration budget has a slight increase from the prior year. Increases in personnel are related to incorporating performance and health insurance. Under contractual, the increase is related to polling strategy. There is a slight increase in legal expense but also a decrease in HR contractual. Overall, it is a $37,000 increase.

Ms. Van Buren asked about the salary study.

Mr. Mortillaro said the results are in the budget but it only affects 4-5 positions. Those are due to market adjustments and then also a performance adjustment. The District does not provide COLAs - just performance for non-represented employees. In July, the Board will consider that. The closed session for CBA is in June. Page 70 has highlights from 2016 and performance measures. The negatives mean we spent less than we budgeted. The positives mean we conservatively forecasted our budget. The reserves are set at 25% and we have been good in keeping it way above 25%.

Councilor Hernandez asked what the average proposed employee increase is.

Mr. Mortillaro clarified that there is only the performance evaluations which range from 0% to 4%. Most them are likely to be 2-2.5% increases. We have a new computerized performance system that includes their self-evaluation.

Mr. Mortillaro went to Public Information. Page 72 addresses increase in ridership and to get out to the various areas the District serves to promote the services. Staff is now evaluating the 2016 customer satisfaction survey. 2011 was the first satisfaction survey and none was done since then until now.

Page 73 shows that budget breakdown. It is a slight decrease of about $15,000. Reductions are not detrimental to our ability to carry out the mission here. Most is in contractual services, and most of that is

for the survey. Page 74 shows highlights from the prior year and performance measures. Social media just started with those efforts. We want to know how many people are using the QR codes. There are no staff changes.

Mr. Bingham continued the Finance report. Page 76 shows the first year for the budget award. The District meets all the criteria. We are looking to automate most of our systems. Page 77 is the actual budget. It is lower for audit. The cost for the financial software service is the largest expenditure. We have to be selective on training costs. A few policies are changed and investments are definitely up this year. For procurement, 511 POs from last year are down to 240 this year. We once did many for each vendor but now do one per vendor. The District is processing more paychecks. Paying more and more invoices. Risk management had 30 different incidents and we hope to decrease that to 28 this coming year. Finance has been a staff of three since 2014.

Councilor Hernandez asked what the most common incidents are.

Mr. Bingham said bus accidents are the most common. They are mostly minor and only one was our fault. It takes a lot of time with the insurance carrier.

Mr. Mortillaro added that a Safety Committee looks at all accidents to see what might be an unsafe practice.

Mr. Dwyer referred the Board to the back of the packet to the report on accidents and miles driven. On a monthly basis, the Board does look at that. It is a very good part of your packet. You can see when the events happen. Regarding non-vehicular events, the District has had only two tort claims notices since the beginning and two personnel actions. So it is a good track record. As we get bigger, there will be more issues but no big problems.

Ms. Daria Veprek, reported that this is the first year to have HR staff. In 2016, the main focus has been on alignment and consistency. We needed the HR Department to develop initiatives that are in line with our strategic plan. Her first goal was to implement a consistent policy in District practice. The first developed a manual for administration, including new hire information practices; how to complete the various forms, Workers' Compensation, etc. She worked on employee relations and engagement to be able to partner with a new committee for employees. The committee gives feedback on recognition of employees. They maintain a manual calendar of events to send a message that work can be fun. She also defined what recognition should look like - not just once a year, but ongoing.

Her second focus has been to recruit for key positions. She expanded outreach through social media and accomplished computerized performance assessments, which has just been introduced. Her initial orientation includes a power point presentation that includes information from each department and allows employees to start on the right foot with this comprehensive orientation.

Finally, she has established a coaching culture and is training supervisors how to coach.

For 2017, her focus will be a global vision of HR and further refining of the values proposition as an employer and maintain a positive experience to work at the RTD. Page 82 gives the three main

performance measures: Training and recruitment, which can be expensive; Determining the turnover rate; reducing costs of hiring and the time to fill a position. Page 81 has the budget projections and includes the license fee for Performance Pro software each year. There is a decrease in costs for advertising by using social media.

Planning was presented by Ms. McGuire, starting on page 84, and deals with ongoing grant management (both requests and follow-through), tribal liaison and ongoing monitoring. Priorities for 2017 are to continue implementation of ITS staging in Taos and also collaboration with Human Services for vets and disabled riders as well as the ADA implementation. The budget, on page 85, has $10,000 for hardware and support for ITS. Page 86 shows the ADA transition plan. Route modifications are done in March and include the Taos consolidation and the Santa Fé Mountain Trail route. People will be able to use Google starting in October to plan their trips. We've accomplished almost everything from the plan in 2013.

For Staffing, we hired a regional transit planner so there are now two planners. She did not expect much growth in the next year.

Commissioner Chávez asked what the expected return is on the 12 grants applied for.

Ms. McGuire, said it depends on the type of grant. 5310 and 5311 is very high; TIGER is very low and she has tried for that funding for three years. TAP has been successful in the first three years. Now there is much more competition for those funds but she expects to get a TAP grant.

Mr. Bingham clarified that Staff always asks permission to apply but he does not want to put any of them into the budget until they are awarded, at which time, the Board can amend the budget.

Mr. Mortillaro usually indicates in his annual report on the amount actually received vs. what was requested.

Councilor Sheehey pointed out that the track record is a good selling point to local taxpayers. We need to take credit for those we've achieved.

Ms. Van Buren said she has been impressed with the effort and the time it has taken for them.

Mr. Campos asked who the District relies on for the legislature.

Mr. Mortillaro said they have a lobbyist for state appropriations and he does the federal work himself. Ms. McGuire does all the applications and some have totally different processes. On some, the state is the applicant. And sometimes have to bring in outside expertise.

Operations (page 88) was presented by Mr. Bingham. The Administrative Staff for Operations is Ms. Annette Granillo and one administrative assistant. Ms. McGuire was in this department but is no longer. The budget was previously $92,000 and will to down to $60,000 after this year.

Ms. Sanchez excused herself from the meeting at 11:04 a.m.

Page 90 shows the performance measures. The focus this year is on policies and includes things like a driver handbook.

The number of vehicles and fleet charges generate lots of invoices. Drivers track things as part of their work. They are now implementing the ITS at Taos to track things. They have mitigated Workers Comp by 15% system wide.

Mr. Mortillaro said the tracking will include the percentage of on-time arrivals. We set a standard of 90% and that will become a performance criteria item for the drivers. It takes traffic into consideration.

Page 93 is the actual budget which went down. Salary savings will be a factor. We are anticipating that in our budget. Training of drivers, winning the road-eo contests and other measurements are among the goals.

Page 94 shows ridership is budgeted to increase, costs per trip has also risen. The amount of complaints received has done down.

Ms. Van Buren asked if customer service representatives are the dispatchers. Mr. Bingham agreed.

Mr. Bingham said the fleet is the biggest expense. The District is implementing fleet maintenance software. We have a couple that spend a lot of time in the shop and the software will help make it more efficient. Replacements sought are with alternative fuel. Overall, we are trying to bring costs down with our own work and with contracts as shown on pages 97-98. Fuel is moved out of its own line item and into maintenance at $195,000. With a newer fleet, more is under warranty. Overall, the budget has gone down with more efficiency.

Page 99 shows the performance measures with industry standards with average bus costs and percent of vehicles available and is also part of the software.

The department grew with the added Taos mechanic. Facilities is pulled out into a separate budget.

Facilities is a new department now with three buildings and QR codes. Page 101 is Utilities and the numbers are consistent. There is a slight increase in maintenance on this building. TAP funds are used for improvements to bus stops, including places for riders to sit while waiting.

Page 104 shows the non RTD allocations for the Rail Runner, Atomic City Transit and Santa Fé Trails. With a little more in revenue projections, there is a little more in allocations. This is not a given until the Board approves the revisions for regional service plans.

Capital budget is on page 105 and more specific breakdown on page 32. One item is to replace the administration service vehicle. We ordered it but they sent the wrong vehicle. We will reorder it for next year. There are 11 units through 5311 and the 12th vehicle is the lease /buyout for Santa Fé Mountain Trail. Improvements to shelters and stops is in to the extent they can be done with a $25,000 budget. Solar lighting is for one in Española. Surface improvements is at $10,000.

TAB funds are for ADA program construction and project management for upgrading noncompliant shelters with $360,000 projected. There is still have a long way to go. Overall, ADA improvements will need an investment of over $1 million and after this year, we are almost half way.

The energy generator and on-call engineering services cost was a little more than anticipated so we are re-budgeting a portion to cover it. The copier needs replacement. It gets knocked out from surges but has old technology. It uses a wax type printing that is not used much anymore. What works best is to buy out the contract. Office additions this year include space in the back for a couple of offices. We also need to replace some videos in vehicles. The IVR is the new technology for information on bus location with no smart phone. The ITS system is for Taos and the budget is carrying over the funding since it won't be finished until Sept 2017.

Page 106 is the Long Range Capital program with a snapshot of expenditures into the future. This chart integrates into the next section. The difference is $150,000 in the budget. The Long Range Strategic Plan has several scenarios given and the Board chose the Moderate scenario.

Mr. Bingham said a question remains on how to modify expenditures or increase revenues to address anticipated diminishments of reserves. It gets fuzzier, the further out projections are carried. There is no forced balancing.

The GASB 68 requirements call for pension liabilities. But Mr. Bingham sees them as State liabilities. It is up to PERA to make sure those monies are there. So he did an estimate with GASB and one without. Page 108 shows it without GASB. About midway down the page, $2,088,000 is the GASB liability. Technically, if the RTD went out of existence, it would be a PERA responsibility. When the reserves get down to zero, the RTD will have to find another funding sources or dissolve the entity. So we need to talk about increased GRT in the future sometime.

Mr. Mortillaro added that this doesn't continue the Los Alamos contribution in the future. The maintenance facility also influences it. So there are some things that can be done to change the trajectory. For us, it is preservation of transit service first. It is not insurmountable. Other things can happen. We don't know what will happen with the lab and whether it remains a taxable entity.

Councilor Sheehey said the contribution is safe as long as the contract is in place. If it goes back to non-taxable - it would reduce LA GRT by millions of dollars. So keeping that is a big deal.

It is a political thing also. And Los Alamos would have to look at increasing GRT and property taxes also. But through 2018, it is safe.

Chair Barrone asked for Public Comment regarding the budget.

There were no public comments and the public hearing was closed.

E. Discussion and consideration of Resolution No. 2016-16 Adopting a Preliminary Fiscal Year FY2017 Budget

Mr. Campos moved to approve Resolution No. 2016-16, Adopting a Preliminary Fiscal Year FY2017 Budget. Mr. Pino seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against. Pojoaque Pueblo was not present for the vote.

F. Discussion and Consideration of Resolution No. 2016-17 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for the following project: A Maintenance Facility, Wash Bay, and Fueling Station

Ms. McGuire reminded the Board of the earlier discussion about this. TIGER was the only 5339 source. There is no significant change to the application except for a larger match of 20% vs. TIGER at 5%. So this would be $1.2 million and the details are on pages 113 and 114. It is ready to go with a deadline of today and would go to USDOT by next Friday.

Commissioner Chávez moved to approve Resolution No. 2016-17 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2016 Section 5339(b) Bus Facilities Grant Program for the following project: A Maintenance Facility, Wash Bay, and Fueling Station. Commissioner Chávez seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against. Pojoaque Pueblo was not present for the vote.

Mr. Bingham asked for approval of the cash adjustment in Resolution 2015-14.

Commissioner Chávez moved to approve the budget (cash) adjustment in Resolution 2015 -14 (last paragraph). Councilor Sheehey seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against. Pojoaque Pueblo was not present for the vote.

G. Discussion and Consideration of Resolution No. 2016-18 Authorizing NCRTD Staff to apply for Federal Funding through the FFY 2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Conduct a Coordinated Human Service and Public Transportation Plan for the Four-County Service Area

Ms. McGuire gave details on this application for federal funding. The application is due May 20. The District can only apply through the State. The FTA deadline is May 31, not March as it indicates at the bottom of page 133.

Ms. McGuire clarified that the fiscal impact is a commitment of 20% of the award up to $100,000. She is interested in engaging financial partners on this project. Ultimately, we would need to commit to cover

that.

Commissioner Chávez asked if this could help the District with inmates from adult corrections to provider or a social agency to help upon their release.

Ms. McGuire said it could be but she would have to defer to the actual study.

Mr. Campos indicated that the HSD office got a one year grant with mobility if Ms. McGuire could meet with the woman in his office, she could help with that.

Commissioner Chávez moved to approve Resolution No. 2016-18 Authorizing NCRTD Staff to apply for Federal Funding through the FFY 2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Conduct a Coordinated Human Service and Public Transportation Plan for the Four-County Service Area. Councilor Sheehey seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against. Pojoaque Pueblo was not present for the vote.

H. Discussion and Consideration of Resolution 2016-19 Requesting the Los Alamos County Council to Consider a Long-Term Commitment for an Annual Contribution to the NCRTD

Mr. Mortillaro said this was requested by Gov. Dorame and Councilor Maestas. Mr. Pino didn't have other comments.

Chair Barrone said this is a tough thing to bring up. It is pretty hard for Los Alamos County to make that commitment.

Councilor Sheehey said it is good for the short term. Los Alamos citizens and Council recognize the benefit but it is year by year. He hoped the importance will continue to be seen and welcomed this advice to Los Alamos County.

Commissioner Chávez asked for continuation annually of $350,000 and that no further reductions be made. He asked for Councilor Sheehey's response.

Councilor Sheehey said he was pleased that the Council in this year's budget hearings were willing to hold it at $350,000. But we are in a situation of revenues dropping. He made the point that it is important for matching contributions for grants.

Mr. Pino asked if resolutions are binding.

Mr. Dwyer said they are binding on this Board but not binding on Los Alamos. What they do with it is up to them. We all have to acknowledge that all budgets are only good for the current year. They could say there are no other present intentions. But it is always conditional. The two requesters saw the downward

trend and wanted a response from their Council.

Mr. Campos asked if that language is too harsh. We want to ask kindly so with a pretty please. We don't want to upset the Los Alamos Council.

Commissioner Chávez agreed but it should not to be too subtle. It is a long term commitment. He was concerned about the way it is being asked.

Mr. Dwyer noted that the sponsors and Gov. Dorame and Councilor Maestas are not present and he understood the response. Maybe the Board should consider postponing it.

Commissioner Chávez moved to postpone Resolution 2016-19 Requesting the Los Alamos County Council to Consider a Long-Term Commitment for an Annual Contribution to the NCRTD to the next Board meeting. Mr. Campos seconded the motion and it passed by unanimous voice vote.

I. Discussion and Consideration of Investment of District Funds Summary

Mr. Bingham gave his quarterly report. He reported that a few six-months CDs will be moved to one year and also one that expires monthly. He is exceeding budget expectations and is in discussion with LANB for a better rate.

Mr. Pino moved to accept the Investment of District Funds Summary Report. Ms. Valério seconded the motion and it passed by unanimous (9-0) roll call vote with Los Alamos County, Nambé Pueblo, Ohkay Owingeh, Rio Arriba County, City of Española, City of Santa Fe, Santa Fe County, Santa Clara Pueblo, and Town of Taos voting in favor and none voting against. Pojoaque Pueblo was not present for the vote.

DISCUSSION ITEMS

J. Financial Report for March 2016

Mr. Bingham provided the financial report for March 2016 and referred members to page 141 for details. He commented that revenues are higher than expenditures. The county receipts begin on page 143 and the revenues for all four counties are exceeding the budget. The grants on page 148 show the District is bringing in more than the previous year. Money will be reimbursed when the buses come in.

There were no questions from the Board concerning the Financial Report.

Lt. Gov. Garcia excused himself from the meeting at 12:01 p.m.

K. Finance Subcommittee Report

Councilor Sheehey reported the Subcommittee looked at the preliminary budget. The detail in the budget and getting the awards are not simply a feather in our cap but save us money with our reserves and financial records together.

L. Tribal Subcommittee Report

Governor Dorame was not present to give the Tribal Subcommittee Report.

Mr. Mortillaro said the April 21 meeting did not take place so we are working with Gov. Dorame to get another meeting scheduled.

M. Executive Report and Comments from the Executive Director:

1. **Executive Report for March 2016**
2. **Performance Measures for February 2016**
3. **Ridership Report for February 2016**

Mr. Mortillaro said these reports are in the packet. He called attention to the gun violence law presentation at 1:30 in Española. The District will have a bus there at no cost to the City or the County.

Mr. Mortillaro announced that he was reelected as chair of the New Mexico Transit Association.

Commissioner Chávez said he heard the US Forest Service is now allowing bike racks.

Mr. Mortillaro agreed. They will be letting our stakeholders know that it will be available. The route will recommence in July with bike racks on front and back. We will see what kind of ridership we get.

MATTERS FROM THE BOARD

Mr. Sylvester reported for Rio Metro. He thanked the Board for their support. Rio Metro is working on three main things now. One is the federal mandate that we install positive train control along the corridor. We feel it is redundant but we have to have it in place in 2018 and it is very expensive. We are looking for grants to help.

Secondly, Rio Metro applied for TIGER funds for transit services in downtown Albuquerque. Thirdly, they are preparing to celebrate the 10th anniversary for the Rail Runner (southern leg) on July 10th. They will let the District know how to participate.

MISCELLANEOUS

Chair Barrone announced Mother's Day celebration in Taos on Saturday and Sunday. The RTD is providing transportation from various parking lots.

ADJOURN

Commissioner Chávez moved to adjourn the meeting. Mr. Campos seconded the motion and it passed by unanimous voice vote. The meeting was adjourned at 12:09 p.m.

Councilor Ring moved to adjourn the meeting. Commissioner Fambro seconded and it passed without exception.

The meeting was adjourned at 12:18 p.m.

NEXT BOARD MEETING: May 6, 2016 at 9:00 a.m.

Approved by:

_____
Daniel R. Barrone, Chair

Attest:

_____
Dennis Tim Salazar, Secretary

Submitted by:

_____
Carl Boaz for Carl G. Boaz, Inc.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 5, 2015

Agenda Item - C

Title: Review and acceptance of Goals and Objectives for Executive Director for the period of June, 2016 – June, 2017

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The attached document reflects the Goals and Objectives that were developed and reviewed by the Executive Officers and Chairs of the Finance and Tribal Subcommittee at their meeting on May 27, 2016. The attendees that participated in the process of reviewing this document were Chairman Daniel Barrone, Miguel Chavez, Vice Chairman, Secretary/Treasurer Dennis Tim Salazar, and Finance Subcommittee Chair Pete Sheehey. Mr. Dorame, Tribal Subcommittee Chair was unavailable.

Background: The Executive Directors employment agreement requires that annual goals and objectives be developed.

Recommended Action: It is recommended that the Board move for acceptance of the attached Goals and Objectives.

Options/Alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Executive Committee; or
3. Request that Executive Committee return with additional information to address any Board concerns then take action to adopt.

Fiscal Impact: None

Attachments:
- FY 2017 Goals and Objectives

Anthony J. Mortillaro, Executive Director

Performance Goals and Objectives for **July 2016~~5~~ – June 2017~~6~~**

Goals are divided into three categories:

- Organizational Goals;
- Project and Service Delivery Goals, the activities that will improve transportation for the public; and
- Administrative Goals, the actions aimed at maximizing the effectiveness of the District's internal operations.

Organizational Goals

Goal 1: Maintain the long-range strategic financial and capital plans.

Objectives:

a. Annually update the 10 year long range financial plan for presentation to the Board and adoption.
b. Annually update the 10 year capital investment plan for presentation to the Board and adoption.

Goal 2: Maximize state, federal and local funding.

Objectives:

a. Continue to work with NMDOT and submit funding requests.
b. Continue to seek out new funding from various sources.
c. Continue to work with Tribal Members to apply for funding requests.
d. Continue to work with municipal and county members on funding partnerships opportunities.
e. Continue to work with NMTA on its quest to seek funding for a statewide transit program.

Goal 3: ~~Increase the~~Continue to enhance the visibility of the NCRTD.

Objectives:

a. Maintain updated district informational materials to reflect district initiatives (ongoing).
b. Continue outreach to media outlets (ongoing).
c. Meet individually at least once annually with each member district and present the Districts Annual Report.
d. Continue to implement the strategic marketing plan (based upon funding availability).
e. Maintain transparency through web site enhancements.

Project and Service Delivery Goals

~~Goal 4: Short Range Service Plan.~~

~~Objectives:~~
~~a. Continue implementation of the updated short range service plan subject to FY 16 funding.~~

Goal ~~4.~~5: Long Range ~~Service~~ Strategic Plan.

Objectives:
~~a. Submit Long Range Service Plan to Board for review and approval.~~
~~b.~~a. ~~Continue Implement plan~~implementation of Long Range Strategic Plan subject to ~~future~~ available funding.

Goal ~~6~~5: Oversee implementation of the FY 15 Capital Investment Plan.

Objectives:
a. Implement the various capital investments funded in FY 17~~6~~.
~~i. Bus and fleet equipment acquisitions;~~
~~ii. Solar lighting for shelters and stops;~~
~~iii. Transportation Alternatives Program/ADA plan, design and construction;~~
~~iv. Standby emergency generator~~

Replacement Admin service vehicle	*$35,000*
5311 Bus replacements and lease buyout (12 units)	*$1,175,332*
5310 Bus replacements (3 units)	*$242,553*
Shelters and Stops with solar lighting	*$25,000*
Bus stop surface improvements	*$10,000*
TAP (Project Management and construction)	*$360,000*
Standby Emergency Generator, pad and fencing	*$103,000*
Copier	*$40,000*
Office Addition	*$22,000*
Replacement Bus DVR's (5)	*$25,000*
Vehicle Interactive Voice Response	*$30,993*
Intelligent Transportation System Improvements Taos Fleet	*191,537*
Total	*$2,260,415*

Goal ~~7~~6: Evaluate various alternative fuels for fleet conversion

Objectives:

a. Acquire a CNG and LPG powered buses for alternative fuels assessment.
b. Present findings to Board within three months of the end of the ~~twelve month~~twelve-month assessment period.

Goal ~~8~~7: Environmental Sustainability Plan

Objectives:

a. Implement the approved sustainability plan as funded and provide Board updates on milestone accomplishments.

Goal ~~9~~8: ~~Taos Chili Line~~NCRTD and City of Santa Fe Consolidation Study

Objectives:

a. ~~Implement the consolidation of the Taos Chile Line as funded.~~Prepare RFP for

consolidation study.
b. Submit study to Board and City Council for review and possible action.
~~a.~~c. Implement adopted recommendation.

Administrative Goals

Goal ~~10~~9: Financial Management.

Objectives:
a. Ensure Annual Audits are timely.
b. Continue refinement of financial practices.
c. Submit Comprehensive Annual Financial Report and Budget for GFOA Award Program.

Goal ~~11~~10: Fill staff vacancies, initiate transition of assignments and support professional development of all staff.

Objectives:
a. Fill vacant positions with qualified individuals.
b. Promote professional development of staff through training, educational coursework and participation in professional associations (ongoing).
c. Ensure that all driver training continues as appropriate and is inclusive of passenger and employee safety instruction as funding is allocated by the Board.

~~Goal 12: Update of District Compensation and Classification Plan~~

~~Objectives:~~
~~a. Develop RFP for solicitation of a consultant to conduct a compensation and classification survey and analysis.~~
~~b. Present results of classification and compensation study to Board for deliberation and adoption.~~

Goal ~~13~~11: Collective Bargaining

Objectives:
a. Conduct FY 17 negotiations and present a revised collective bargaining agreement to the Board for consideration.

Goal ~~14~~12: Continue Implementation of Service Excellence Initiative

Objectives:

a. Continue implementation if Service Excellence initiative and Four Fields of Success Matrixes.

Goal 13: Conduct customer survey and address any identified issues.

Objectives:

a. Conduct customer survey
b. Address any identified deficiencies noted for improvement

Goal ~~15~~14: Maintain contemporary policies and procedures.

Objectives:

a. Continue to review district personnel policies, practices and procedures and update as needed.
b. Continue to revise district operational and administrative policies and procedures and update as needed.
c. Implement adopted Employee Recognition Program.

Goal ~~16~~15: Ensure that the Executive Director understands Board members' and member goals for the organization and meets with non-members and other transit agencies.

Objectives:

a. Meet with each Board member to discuss his or her ideas on goals and objectives for the district as needed.
b. Meet with executive staff from member and non-member entities to review goals and priorities as needed.
c. Attends and participates on the Rio Metro Board of Directors and keeps the NCRTD Board informed.
~~d. Continue to explore a Youth in Transit Day program and associated scholarship for a participating high school senior in each county of the district service area.~~

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2015

Agenda Item - D

Title: Resolution No. 2016-20 Adopting Fiscal Year (FY) 2017 Budget.

Prepared By: Anthony J. Mortillaro, Executive Director and Troy Bingham, NCRTD Finance Director

Summary: Resolution adopting the Fiscal Year 2017 Budget. The following is a summary of the revenue and expenditure changes.

Revenue Category	Final FY17 Budget Request
Tax Revenues	$ 7,095,000
Federal Grants	$ 3,684,876
Member Local Match	$ 73,000
Member Contribution	$ 350,000
State Capital Outlay	$ 93,000
Investments	$ 20,000
Advertising Sales	$ 21,000
Insurance Proceeds	$ 20,000
Fares	$ 40,500
Use of Fund Balance	$ 877,457
TOTAL	**$12,274,833**

Expenditure Category	Final FY17 Budget Request
Salaries	$ 3,703,275
Contract	$ 360,823
Operating Expenses	$ 1,363,020
Non-RTD	$ 4,587,300
Capital Outlay	$ 2,260,415
TOTAL	**$12,274,833**

Background: See Budget Book.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2016-20 adopting the Fiscal Year 2017 Final Budget Request.

Options/Alternatives: None. A final budget is required to be adopted by the Board and submitted to the Department of Finance and Administration by July 31, 2016.

Fiscal Impact: N/A

Attachments:

- Resolution No. 2016-20
- FY17 Budget

North Central Regional Transit District (NCRTD)

Resolution No. 2016-20

A RESOLUTION ADOPTING THE FISCAL YEAR 2017 FINAL BUDGET

WHEREAS, the proposed Fiscal Year 2017 Budget was submitted in accordance with the Board's Financial Policies as adopted on October 6, 2015; and

WHEREAS, after a public hearing was held, said budget was developed on the basis of need and through cooperation with all user departments, appointed officials and other department supervisors; and

WHEREAS, the Board of Director's Finance Subcommittee on April 22, 2016 conducted a detailed review of the budget and recommended that the Board consider the Budget as presented; and

WHEREAS, the NCRTD governing body in and for the NCRTD has conducted a public hearing on May 6, 2015 and reviewed and approved a preliminary Budget for Fiscal Year 2017.

NOW AND THEREFORE BE IT RESOLVED THAT the Board of Directors of the NCRTD, State of New Mexico, hereby adopts the final budget for Fiscal Year 2017 hereinafter described and respectfully requests approval from the State of New Mexico's Local Government Division of the Department of Finance and Administration.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10TH, DAY OF JUNE, 2016.

_____

Daniel Barrone, Chairman

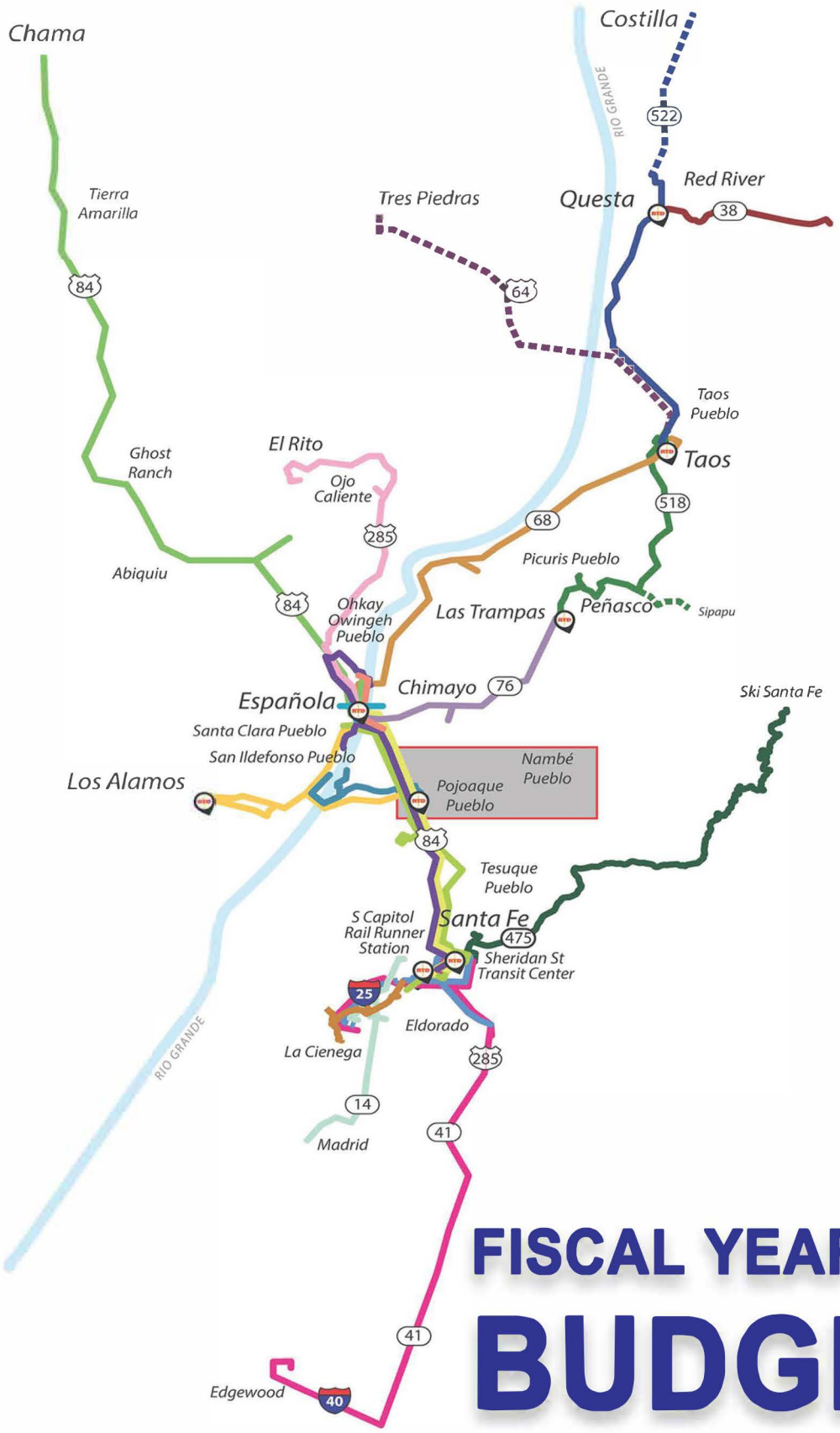
Approved as to form:

_____

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

NEW MEXICO



FISCAL YEAR 2017

BUDGET

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NORTH CENTRAL REGIONAL TRANSIT DISTRICT

NEW MEXICO

FISCAL YEAR 2017

BUDGET

Adopted by Resolution...

Prepared by:

Finance
1327 N. Riverside Drive

Espanola, NM 87532

NCRTD Vision Statement

To be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social and economic opportunities for the betterment of our region.

BOARD MEMBERS

Chair
Daniel. R. Barrone
Mayor
TOWN OF TAOS
Alternate
Miranda Quintana

Vice Chair
Miguel Chavez
Commissioner
SANTA FE COUNTY
Alternate
Commissioner
Henry Roybal

Treasurer
D. Tim Salazar
Councilor
CITY OF ESPAÑOLA
Alternate
Councilor
John Hernandez

Councilor
Chuck Ring
TOWN OF EDGEWOOD
Alternate
Steven Shepherd
Administrator

Councilor
Pete Sheehey
LOS ALAMOS COUNTY
Alternate
Philo S. Shelton III
Public Works Director

Commissioner
Alex Naranjo
RIO ARRIBA COUNTY
Alternate
Tomas Campos
County Manager

Councilor
Joseph Maestas
CITY OF SANTA FE
Alternate
Isaac Pino
Public Works Director

Commissioner
Jim Fambro
TAOS COUNTY
Alternate
Leandro R. Cordova
County Manager

Special Projects Director
James Rivera
POJOAQUE PUEBLO
Alternate
Anna Sanchez
Facilities Director

Transportation Planning Manager
Christy Van Buren
OHKAY OWINGEH
Alternate
Ben Lujan
Public Works Director

Transportation Planning Director
Lillian Garcia
SAN ILDEFONSO PUEBLO
Alternate
Stephen Martinez
Natural Resources Director

Tribal Sheriff
James Baca
SANTA CLARA PUEBLO
Alternate
Mary Lou Valerio
Transportation Planner

Lieutenant Governor
Arnold Garcia
NAMBÉ PUEBLO
Alternate
Vacant

Former Governor
Charles Dorame
TESUQUE PUEBLO
Alternate
Vacant

Ex-Officio Member: Terry Doyle • Rio Metro RTD • Alternate- Elizabeth Carter

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LETTER OF TRANSMITTAL

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The Mission of the North Central Regional Transit District is to provide safe, secure and effective public transportation within North Central New Mexico, in order to enhance the quality of life of our citizens, by providing mobility options and to spur economic opportunity throughout the region.

EXECUTIVE DIRECTOR'S BUDGET MESSAGE

Dear Board of Directors and Citizens of the North Central Regional Transit District:

I am pleased to present for your review and consideration the North Central Regional Transit District (District) proposed Budget for Fiscal Year (FY) 2017. The proposed budget reflects compliance with the Finance Policies, direction provided to staff on an ongoing basis by the Board, the Long Term Financial and Strategic Plan (LTFP) and the adopted Capital Investment Plan (CIP). In order to ensure that this proposed budget and future budgets prioritize investments and allocate resources in a manner aligned with the future direction of the District over the next twenty (20) years, the Board adopted the District's first ever Long Range Strategic Plan, and as resources permit the strategic initiatives that are prioritized therein and targeted for implementation for the upcoming fiscal year have also been incorporated into the proposed budget. The proposed budget contained herein is aligned with the following Vision statement:

"*To be the leading rural public transportation organization connecting communities and enhancing cultural, environmental, social, and economic opportunities for the betterment of our region.*"

You will note that the budget as proposed contains funds focused on this Vision and in particular the rollout of more transportation services: with the focus on enhancing connections; implementation of technology enhancements; supporting the economy and environment; and our continued diligence to provide exceptional service to the 235,303 residents of the communities we serve in Santa Fe, Taos, Rio Arriba and Los Alamos Counties.

During 2016 the District saw the following accomplishments:

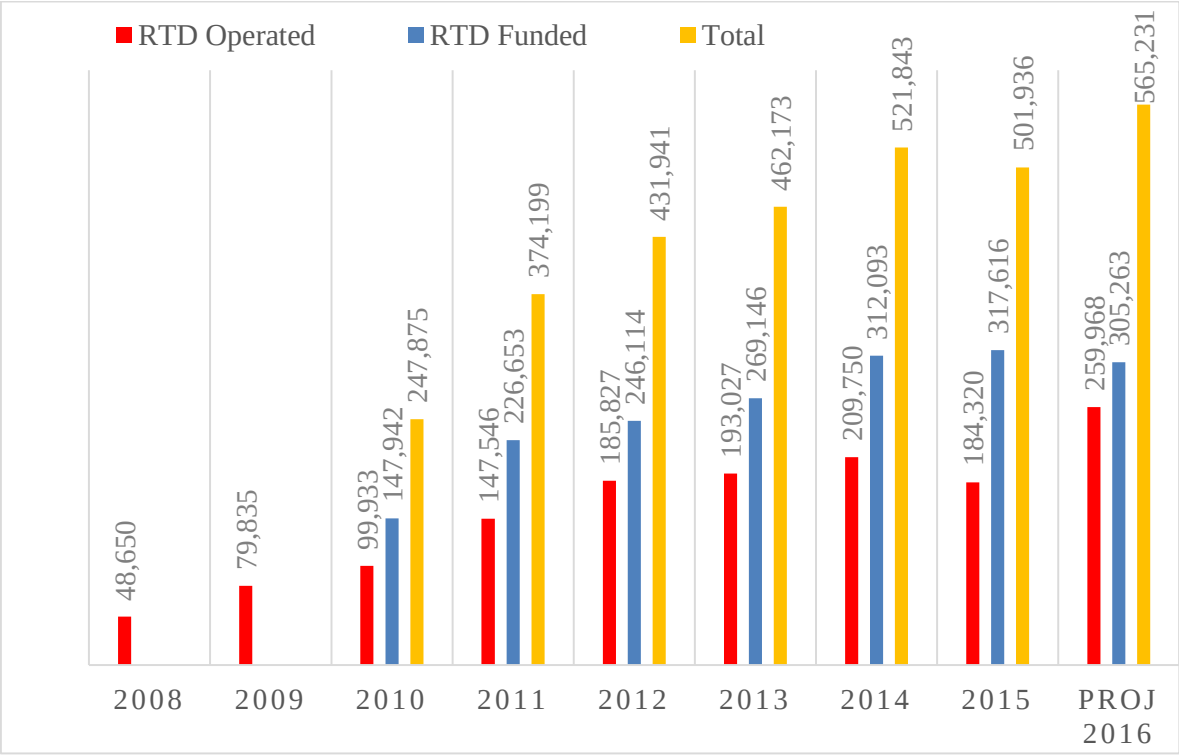
- Implemented the final stages of Intelligent Transportation System (ITS) and in the process of rolling out the Google Trip planning function.
- Completed the acquisition of the Town of Taos Chile line and have integrated the system into the District's operations.
- Completed a Long Range Strategic Plan which is a 20 year blue print for the future.
- Implemented its transparency and accountability portal known as OpenGov.
- For the second year in a row the District has received no findings during its annual audit review.
- Completed a system wide assessment of all bus stops for ADA compliance and finalized the ADA Transition Plan.
- Successfully launched and operated the Mountain Trail pilot route providing service to Santa Fe Ski area and Santa Fe National Forest.
- Welcomed the addition of a new member entity, the Town of Taos.
- Acquired nine (9) new replacement buses.

LONG TERM FINANCIAL AND STRATEGIC PLANNING APPROACH TO THE BUDGET

As a result of past and ongoing conservative fiscal practices the District continues to withstand the impacts from a prolonged recession that continues to challenge the state of New Mexico and has contributed to the stable and healthy financial condition we enjoy today. The Long Term Financial and Strategic Plan continues to provide us the ability to focus our efforts on long-term initiatives, including funding for necessary service delivery, maintenance and capital needs, without compromising our financial future and allows us to balance our attention on both the short-term and long-term needs of the District. This strategic emphasis permits the District the latitude to determine what level of service is sustainable over a long period of time so that reserves can be maintained and enhanced during positive economic periods and spent in a period of difficult financial transitions in order to maintain service levels. The continued availability of quality and essential public transportation is of critical importance to our constituents and our District's future.

Ridership

This ridership chart illustrates the existing 23 fixed-route services currently operated and funded by the District. The District also operates two Demand Response routes, one dial-a-ride service; the Route 210 which serves the Pojoaque and Nambé Pueblos and a complementary Paratransit service in the Taos area. In addition, the District funds regional services operated by Los Alamos County, the City of Santa Fe, and Rail Runner.

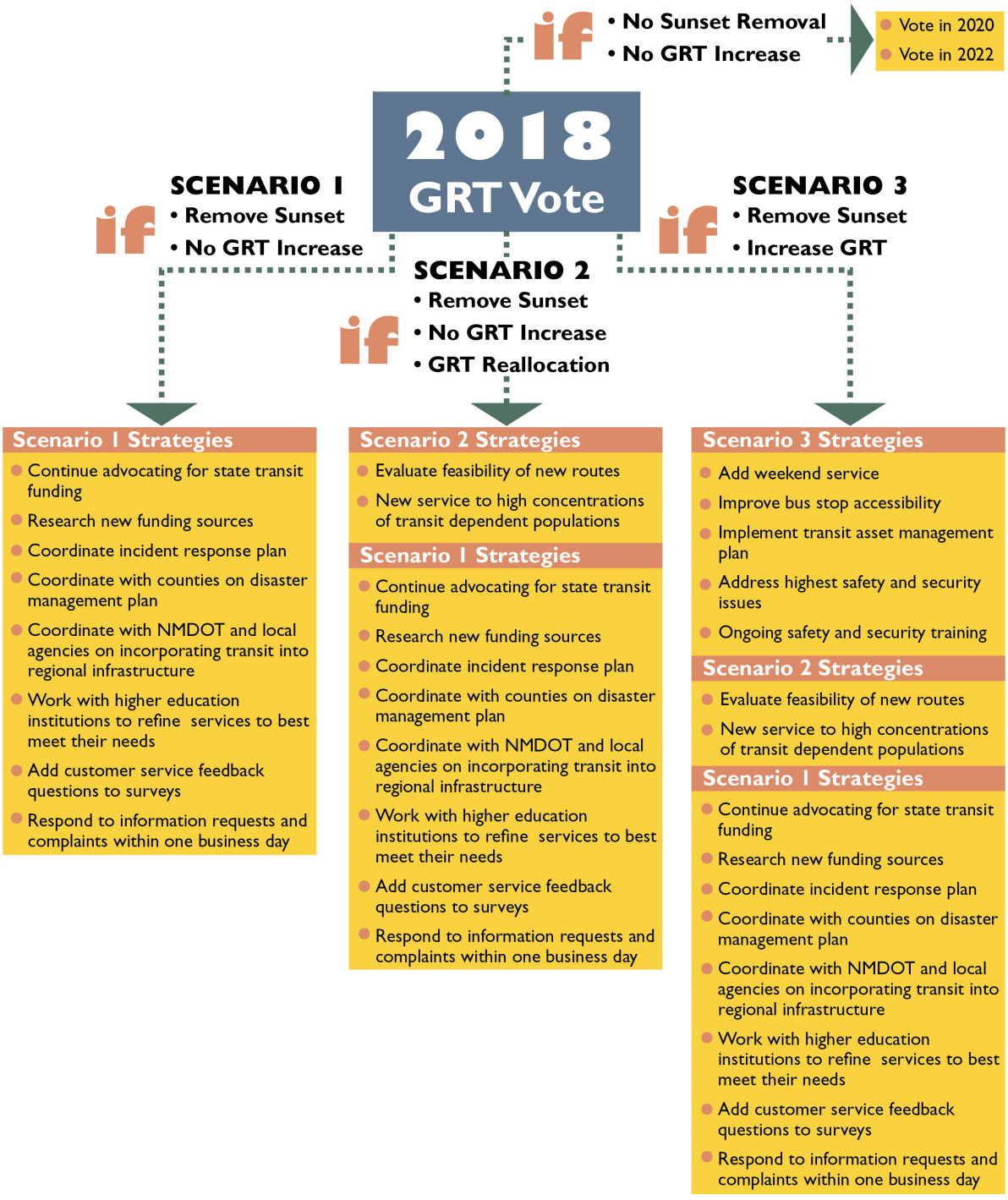


The District experienced an all-time high in ridership in FY2014 with 209,750 riders. This is an 8.7 percent increase (eight times the 2013 national average for increased trips on public transportation) over the previous year. It is projected that ridership will reflect an increase over previous years for FY 2016. Since 2008, the District has served nearly 3.2 million riders.

Board Strategic Goals

1. A well-maintained, safe, and reliable transit system;
2. A connected and accessible transit system;
3. A transit system that encourages economic development and vitality;
4. Regional collaboration on transit service needs and investments;
5. A transit system that protects and enhances the built and natural environment;
6. A reliable and responsive transit agency that provides great service to all customers.

The Goals outlined above require an ongoing investment into the District. The cost estimated to fund solely the high priority strategies that accompany these Goals is estimated to cost $65 million over a 20 year period. The cost to implement all the associated strategies is $100 million over the 20 year period. The strategies range from a minimal action approach (Scenario 1) that would not readily allow for any substantial growth in District services to a doubling of the existing 1/8 cent GRT (Scenario 3), which would allow the District to fully implement the goals and strategies in the strategic plan in the next 20 years. All financial scenarios include the removal of the District's GRT sunset. Implementation of these strategic goals is anticipated as reflected in the following illustration.

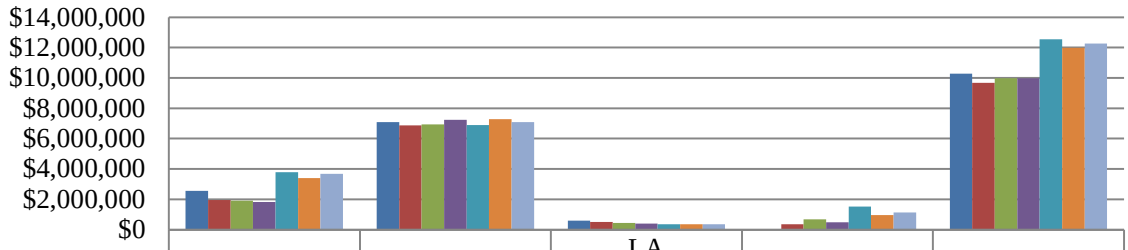

if
• No Sunset Removal
• No GRT Increase
Vote in 2020
Vote in 2022
2018
GRT Vote
if
SCENARIO 1
• Remove Sunset
• No GRT Increase
if
SCENARIO 2
• Remove Sunset
• No GRT Increase
• GRT Reallocation
if
SCENARIO 3
• Remove Sunset
• Increase GRT
Scenario 1 Strategies
Continue advocating for state transit funding
Research new funding sources
Coordinate incident response plan
Coordinate with counties on disaster management plan
Coordinate with NMDOT and local agencies on incorporating transit into regional infrastructure
Work with higher education institutions to refine services to best meet their needs
Add customer service feedback questions to surveys
Respond to information requests and complaints within one business day
Scenario 2 Strategies
Evaluate feasibility of new routes
New service to high concentrations of transit dependent populations
Scenario 1 Strategies
Continue advocating for state transit funding
Research new funding sources
Coordinate incident response plan
Coordinate with counties on disaster management plan
Coordinate with NMDOT and local agencies on incorporating transit into regional infrastructure
Work with higher education institutions to refine services to best meet their needs
Add customer service feedback questions to surveys
Respond to information requests and complaints within one business day
Scenario 3 Strategies
Add weekend service
Improve bus stop accessibility
Implement transit asset management plan
Address highest safety and security issues
Ongoing safety and security training
Scenario 2 Strategies
Evaluate feasibility of new routes
New service to high concentrations of transit dependent populations
Scenario 1 Strategies
Continue advocating for state transit funding
Research new funding sources
Coordinate incident response plan
Coordinate with counties on disaster management plan
Coordinate with NMDOT and local agencies on incorporating transit into regional infrastructure
Work with higher education institutions to refine services to best meet their needs
Add customer service feedback questions to surveys
Respond to information requests and complaints within one business day

REVENUES

The Transit GRT revenue source comprises approximately fifty nine percent (59%) of the District' operating revenues in FY 2017. The balance of the District's revenue is derived from federal allocations (30%), the Los Alamos County contribution (3%) and miscellaneous revenues (2%). Lastly, this year's budget proposes to utilize cash balance in accordance with the District's reserve policies to provide funding for the capital investment acquisitions not fully covered by federal funds as well as the continuation of trial routes. The cash balance contribution represents six percent (6%) of the composition of FY 2017 revenues.

Fiscal Year 2016 was the fourth year in which a decline in the Transit Gross Receipts Tax in Los Alamos County resulting from a reduction in spending by the Los Alamos National Laboratory (LANL) was experienced. However, due to a leveling of spending by LANL and the continuing increase in Santa Fe and Taos County Transit Gross Receipts the decline in Los Alamos County revenues was offset. Furthermore, major multi-year one time economic activity in our region, such as the major reinvestment in the Taos Ski Valley and extensive mitigation of environmental issues at the closed Questa mine are reflecting increased spending in the region. As a result a projection for slightly increased Transit GRT revenues has been incorporated into this budget compared to the baseline projection utilized for FY 2016.

Revenue



	Federal Funds	Transit Tax	LA Contribution	Miscellaneous	Total
2012 Act.	$2,566,482	$7,083,927	$600,000	$38,859	$10,289,268
2013 Act.	$1,957,130	$6,871,270	$500,000	$357,312	$9,685,712
2014 Act.	$1,902,036	$6,941,122	$450,000	$681,436	$9,974,594
2015 Act.	$1,833,820	$7,246,641	$400,000	$490,387	$9,970,848
2016 Budget	$3,781,539	$6,903,500	$350,000	$1,513,504	$12,548,543
2016 Proj.	$3,398,010	$7,279,131	$350,000	$955,652	$11,982,793
2017 Prop.	$3,684,876	$7,095,000	$350,000	$1,144,957	$12,274,833

The New Mexico Department of Transportation Rail and Transit Division (NMDOT) that disperses 5311 Federal funding provided the District with a 12% increase in Administration revenue and a 4% increase in Operations revenue and an allocation in 5311 Capital funding which increased by 15%. However, these funds are only budgeted at 75%, due to the difference in the District's budget year (July – June) as opposed to the federal fiscal year (October – September). In addition, 5310 funding for capital fleet replacement has been awarded for FY 17. The budget also contains funding contributions from various entities to fund the second year pilot of the Mountain Trail route. Tribal transit funding 5311(C) is expected to decline due to an increase in tribal recipients nationwide.

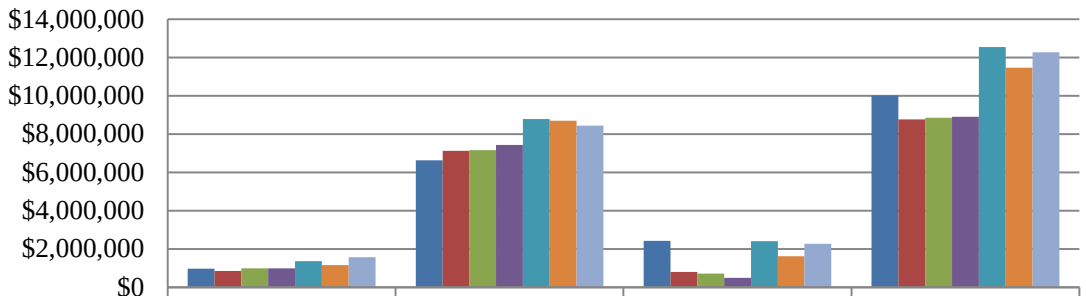
The long term status and stability of federal funding was addressed by Congress with the adoption of the FAST Act. The NMDOT has reported that the funding allocations contained therein for New Mexico is slightly increased. However, this budget does not reflect the flow through of the funds contained within the FAST Act, since the NMDOT pass-through funds to the District lag the federal funding cycle by one year. In addition, the funding contribution from Los Alamos County has been integrated into the proposed budget, which is similar to last year's allocation. It is not known whether a contribution will continue for future years, therefore a projection has not been incorporated into our long term financial plan and its impact will need

to be closely monitored and adjustments may need to be made in the District's Transit GRT allocation for regional services provided by other entities in near future years. The budget as presented utilizes reserve funds (cash balance) that has been accumulated for the express purpose of meeting matching federal requirements on capital replacement as well as non-federally funded capital and for service enhancements. A total of $877,457 is proposed to be transferred from reserves which includes some minor prior year reserve allocations totaling $228,723 that are being re-budgeted since the projects that were to utilize these funds are being carried forward.

EXPENDITURES

The proposed budget is balanced for FY17. Overall expenditures for FY 17 total $12,274,833. In comparison, the budget as amended for FY 16 totaled $ 12,548,543. The FY 17 budget represents a decrease of $273,710 or (2.4%) below FY 16 spending. The largest portion of the decrease was in the capital budget that decreased $137,903 related to capital carryover from FY16. The budget as presented provides for the continued implementation of new and modified routes, specifically the second trial year for the Mountain Trail route and the purchase of the leased vehicle utilized on this route during year one and the newly commenced La Cienega/Los Golondrinas route, ongoing capital investment and the maintenance of existing service levels. Of the total expenditures, $4,587,300 (38%) is allocated within the Operating budget and related to the NM Rail Runner Express, Los Alamos Atomic City Transit and Santa Fe Trails to fund regional services that they provide as approved by the Board.

Expenditures



	Administration	Operating	Capital	Total
2012 Act.	$969,589	$6,625,889	$2,416,537	$10,012,015
2013 Act.	$846,577	$7,115,480	$798,217	$8,760,274
2014 Act.	$979,616	$7,165,572	$709,513	$8,854,701
2015 Act.	$983,999	$7,432,911	$480,734	$8,897,644
2016 Budget	$1,366,506	$8,783,719	$2,398,318	$12,548,543
2016 Proj.	$1,151,378	$8,697,252	$1,610,149	$11,458,779
2017 Prop.	$1,568,730	$8,445,688	$2,260,415	$12,274,833

For FY 17, changes in the State Health Insurance plan will result in a 1% increase in premiums projected to take place in July 2016, which will increase both the District and Employees contributions. Lastly, the District's Collective Bargaining Agreement expires as of June 2016 and a placeholder has been provided within the budget in anticipation of a collective bargaining outcome. A 3% increase is budgeted to fund the Performance Matrix that is adopted annually by the Board for non-represented employees. As in previous years a modest increase in other general expenses overall have been incorporated into this proposed budget.

CAPITAL INVESTMENT PLAN

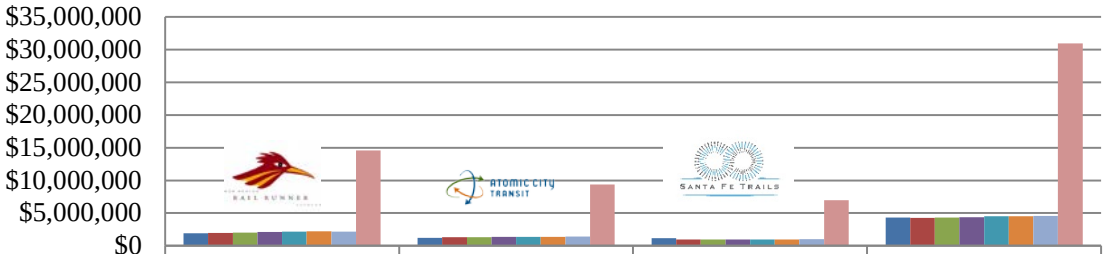
The FY 17 budget anticipates continued capital investment in replacing the fleet that has met its useful life and which will provide for the replacement of fourteen (14) buses and the acquisition of the leased bus. Additional federal funding has been acquired for the District to implement its ADA assessment of its bus shelter stops and to construct modifications to ensure that they meet all federal accessibility requirements. Expansion of office space in the Dispatch area has been proposed in order to address the need for additional work areas and further usage of underused vacant space. Several capital expenses from last fiscal year are being carried forward due to cost increases, delivery issues and construction timing.

Capital Expenditure	*Cost*
Replacement Admin service vehicle	*$35,000*
5311 Bus replacements and lease buyout (12 units)	*$1,175,332*
5310 Bus replacements (3 units)	*$242,553*
Shelters and Stops with solar lighting	*$25,000*
Bus stop surface improvements	*$10,000*
TAP (Project Management and construction)	*$360,000*
Standby Emergency Generator, pad and fencing	*$103,000*
Copier	*$40,000*
Office Addition	*$22,000*
Replacement Bus DVR's (5)	*$25,000*
Vehicle Interactive Voice Response	*$30,993*
Intelligent Transportation System Improvements Taos Fleet	*191,537*
Total	*$2,260,415*

REGIONAL INTERCONNECTIVITY AND TRANSIT TAX ALLOCATION

As a regional entity the District provides funding for Board approved regional services delivered by Santa Fe Trails, Los Alamos Atomic City Transit and the NM Rail Runner Express. The funding derived from Regional Transit Gross Receipts Taxes contributed to these entities comprises $4,587,300 (65 %) of the total District Transit GRT revenues projected to be collected in FY 17 in the amount of $7,095,000.

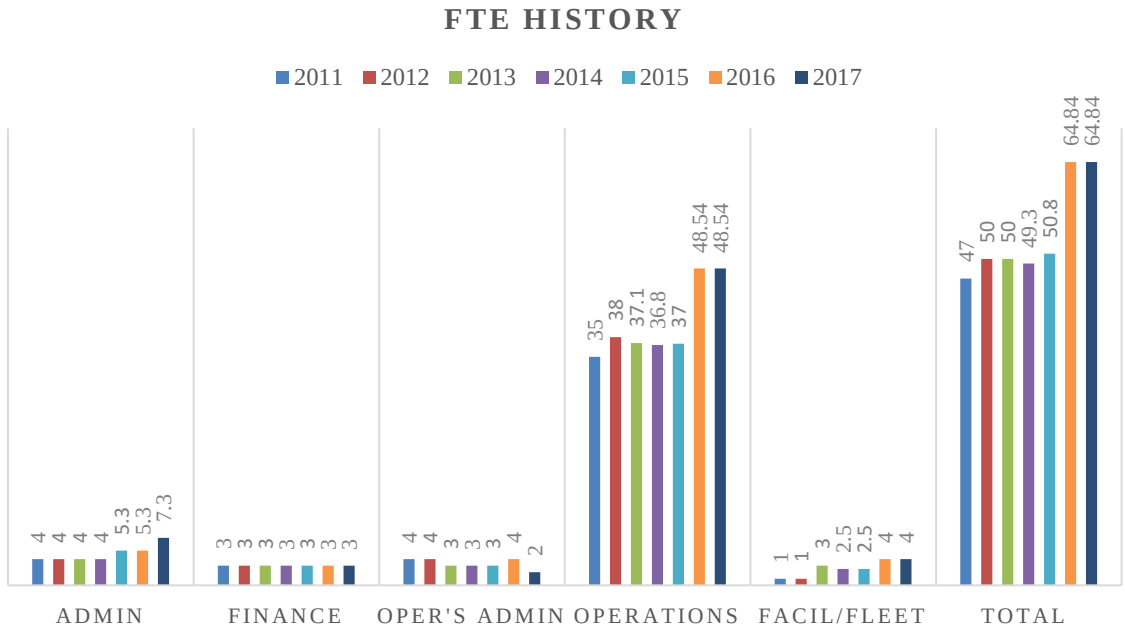
Regional Transit Tax Allocation



	Rail Runner	Atomic City Transit	Santa Fe Trails	Total
2011 Act.	$1,909,524	$1,238,603	$1,184,703	$4,332,830
2012 Act.	$1,979,700	$1,303,870	$967,630	$4,251,200
2013 Act.	$2,013,811	$1,332,081	$981,932	$4,327,824
2014 Act.	$2,102,177	$1,344,173	$940,921	$4,387,271
2015 Act.	$2,190,004	$1,361,838	$953,974	$4,505,816
2016 Proj.	$2,196,110	$1,380,700	$966,490	$4,543,300
2017 Prop.	$2,175,000	$1,419,000	$993,300	$4,587,300
Total	$14,566,326	$9,380,265	$6,988,950	$30,935,541

STAFFING AND CLASSIFICATION ADJUSTMENTS

Personnel and staffing levels are similar in Full Time Employee Equivalencies (FTE's) as in FY 2016. Several temporary positions have been converted to FTE's in order to retain those employees however, the overall total number of employees filling those positions will decline.

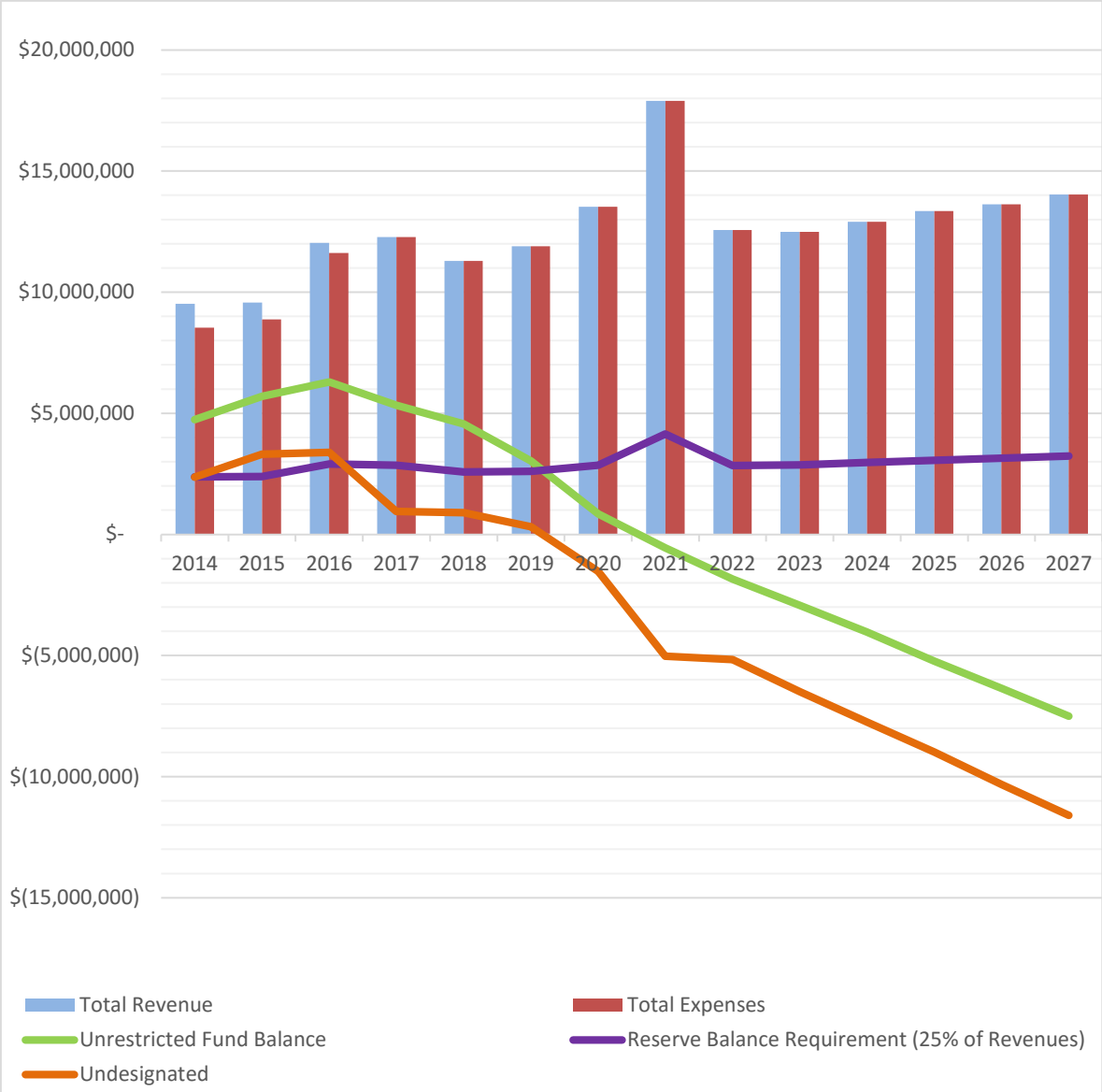


A salary survey was completed in January 2016. The results of the survey recommended an adjustment in pay ranges for all non-represented positions. As a result some employees whose current pay is below the new minimum pay rate for the positon will be receiving adjustments in order to elevate them to a starting pay rate for their particular classification. Funding for these modifications have been incorporated within the specific departments budgets.

LONG RANGE FINANCIAL PLAN (LRFP)

The LRFP reflects an update of the moderate case scenario, the proposed FY 17 budget, the CIP and future revenue and expenditure implications. Overall the District will continue to meet the Board's requirement for a 25% reserve amount through 2020 provided that no degradation of revenues occurs over the next several years. As of FY 2018 the Los Alamos contribution is unknown and therefore is not factored into this analysis as a revenue source. The undesignated reserves will reach zero balance by 2019 and unrestricted fund balance is projected to decline to zero balance by 2021 based upon the spending reflected in LRFP. Influencing these projections is the recent GASB requirement to account for the PERA pension restatement. When the PERA pension restatement is removed from the analysis the undesignated and unrestricted fund balances remain above the Boards reserve balance requirement through 2027. The LRFP contains various strategies that can be employed to moderate the aforementioned decline of the undesignated and unrestricted fund balances to ameliorate the projected scenario.

In the event that revenue degradation occurs during the term of this Long Range Financial Plan the District will need to assess its NCRTD GRT allocation for non-RTD provided regional services and/or increase its Federal funding for capital and other revenues to offset the reduction in the usage of the undesignated and unrestricted reserves to balance the budget. Lastly, the NCRTD GRT will need to be renewed through a District wide election as envisioned in the Long Range Strategic Plan. The initial effort to remove the sunset on the tax is anticipated to occur in 2018. Based upon this Moderate Case Scenario the addition of new routes other than those approved in the adopted Short Range Transit Service Plan cannot be funded unless a reoccurring revenue source is generated. Furthermore the costs associated with the Long Range Strategic Plan have not been factored into the LRFP.

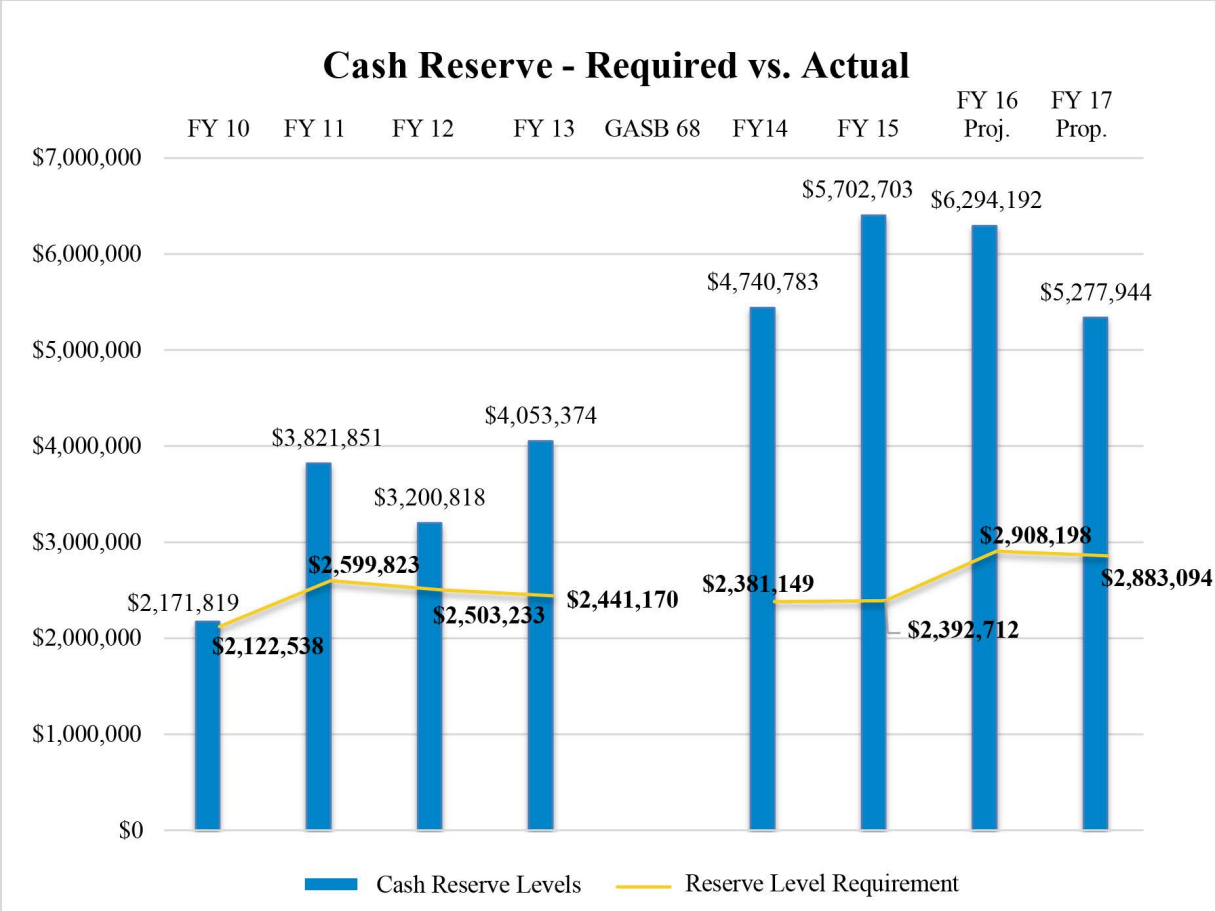


CASH RESERVE LEVELS

Following is a chart that shows the required cash reserve levels and actual and projected cash reserve levels. Statutorily the District is required to maintain a minimum of 8% of expenditures as a cash reserve. The Board's adopted policy is to maintain a 25% cash reserve level, which is due to the variability of the Districts varied revenue sources. The District does have cash reserves that exceed the Board's funding requirement, however, when viewed in the context of the Long Range Financial Plan these funds can only be utilized in accordance with the District's financial reserve policies.

The usage of the project carryovers and reserve balance is contained in the revenues to balance the budget. The funds being utilized are related to: a) TAP project, b) fleet match requirements, c) service enhancements for the pilot La Cienega/Las Golondrinas and the Mountain Trail second year pilot, d) shelters with solar lighting and standalone bus stops, emergency generator, ITS, and other capital improvements that are not fully federally funded. The total amount being utilized is $877,457 for comparison purposes in FY 16, $688,552 was budgeted for similar qualified uses as provided for within the Reserve Policy. Project carryovers are being utilized for a portion of "a" and "d" and capital reserve funds for item "b" and "c" and carryovers comprise a total of $228,723 or 27% of the reserves being budgeted for FY 17.

The overall reserve balance exceeds the 25% Board requirement of $2,883,094. The projected balance for ending FY 16 is $6,294,192. The reserve allocation being requested represents approximately 13% of the projected ending balance.



SERVICE EXCELLENCE

The proposed budget contains funding to continue our emphasis on “Service Excellence”. This program focuses on serving the district’s customers and represents the values that the District embraces in all interactions with its customers and with each other. The FY 17 budget continues funding to embed these values further into the organization and our practices.

REGIONAL CONTRIBUTIONS

Los Alamos County although facing leveling revenues and stabilization in its own economy continues to fund its regional program which the District is a recipient of. For this fiscal year their contribution is anticipated at $350,000. This fiscal year the budget also contemplates continued funding contributed by the City of Santa Fe, Santa Fe County, Rio Metro RTD, and Ski Santa Fe towards the second year pilot of the Mountain Trail route. Lastly, the budget reflects uniquely the joint study of merging the Santa Fe transit system into the District. Our four county region continues to share the challenge of an ongoing recessionary economy and a continuation of anemic tax revenues along with ample demands for services which we will need to continue to work together to assure that quality of life in our service area is maintained and enhanced as resources permit. Lastly, during this year’s Legislative Session a capital outlay funding bill was passed, therefore, an appropriation of $93,000 for bus capital is incorporated into this budget. We value the support of our member entities and of our state and federal legislators.

ACKNOWLEDGEMENTS

The preparation of this budget has been a collaborative effort involving each department head and specifically Troy Bingham, Finance Director and Pat Lopez, Finance Analyst. The staff carefully reviewed their programs and challenged themselves to operate within their means and to implement cost-saving efficiencies wherever possible, while preserving those things that make the RTD a great transit agency.

This proposed budget continues to provide for prudent spending, wise capital investment, service improvement, safety, security, reliability and just as significantly, investment in our employees who are the most essential asset of the District.

Upon reflection of our history, and looking forward, it is quite apparent that we are fulfilling the mandates outlined in the statutory law that created regional transit districts and we look forward to serving and enhancing the quality of life for residents in the more than fifty-one (51) communities in the four-county region we serve. The high level of customer interaction we provide is only achievable due to the dedicated cadre of employees who provide exceptional service on a daily basis and the leadership of the Management Team and the vision and support of the Board of Directors.

Lastly, I want to recognize the fact that measures we have taken in previous budget years have contributed to the stable and healthy financial condition we enjoy today. The choices that we have made in this budget and the direction that has been chartered through our Long Range Strategic Plan have set a vision for the next 20 years that will equally contribute to a fiscally healthy future and vastly responsive level of service to our constituency.

Sincerely,

Anthony J. Mortillaro
Executive Director

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BUDGET GUIDE

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ORGANIZATION OF THE BUDGET PLAN

The purpose of this section is to describe the contents of the 2017 Operating and Capital Budgets (Adopted Budget Plan) for the North Central Regional Transit District. This section is an aid for those who wish to analyze the budget in detail. The Tables of Contents in the beginning of the budget book and on the tabs in the beginning of each section provide further direction to the reader.

Transmittal Letter

The Transmittal Letter from the Executive Director and is an overview of the District's operations and finances for the upcoming fiscal year. It includes summaries and revenues, expenditures and staffing, service indicators, and a profile of the service area.

Budget Guide

In addition to providing an outline of the Adopted Budget Plan, the Budget Guide explains the District's financial and budgetary policies, including the rationale for their adoption and the manner in which they are implemented and monitored. The Budget Guide also contains a description of the budget management process, a budget calendar, and glossary of terms used in the Adopted Budget Plan.

Fund Balance Analysis

The Fund Balance Analysis section defines the reporting structure of the District. This analysis reflects the trends in revenues, expenditures, and ending balances, over a fourteen-year period. Historical, current, and prospective information is provided.

By law, the budget must be balanced and expenditures cannot exceed available resources. A balanced budget occurs when total expenditures equal total revenues. The budget is also balanced in situations where total expenditures are less than total revenues, called a surplus. A third type of a balanced budget is when total resources (previous year balance plus current year revenues) are greater than total expenditures.

Balanced Budget:

A) Total Revenues = Total Expenditures
B) Total Revenues > Total Expenditures
C) Total Resources > Total Expenditures

Department Budgets

The Department Budgets present the Adopted Budget Plan by organizational unit. These sections describe the ten departments, their mission, functions, achievements for the past year, and priorities for the current

year. Individual budgets, budget implementation narratives, organizational charts, and staffing level summaries are provided for each department.

Capital Improvement Plan

The Capital Improvement Plan itemizes capital projects approved for 2017 and those planned for 2018 through 2027. This section discusses funding sources, and is used in the creation of the Fund Balance Analysis.

FINANCIAL POLICIES

Introduction

The District adopted a set of financial policies in 2011, relating to its overall finances and to particular funds. The policies were amended in 2013 and 2015 to provide clarification and updates in accordance with New Mexico state laws and statues. They provide guidelines for decision-making by the Board of Directors and management on how the financial resources of the District shall be used to achieve the District's mission and provide public transportation services.

The District's purpose, which is to provide a public service, will only be accomplished so long as it remains a financially viable organization. In this vein, a balance of using the funds to provide that service and maintaining a reserve for possible future shortfalls must occur. The policy objectives are:

- Providing a comprehensive review of the Districts sources and uses of funds for operating and capital expenditures.
- Tailoring the budget process into an effective management tool for setting financial priorities and meeting strategic objectives.
- Ensuring that the budget manages financial resources in a manner that:
  - ✓ Is prudent and sustainable
  - ✓ Meets financial requirements of medium and long-term capital needs
- Producing budget information that is:
  - ✓ Clear, comprehensible and transparent to employees and constituencies
  - ✓ Accurate, timely, and easy to access
- Monitoring and analyzing revenues and expenditures throughout the fiscal year for compliance and accountability.
- A quarterly cash and investment report and monthly one-year cash flow forecast report will be prepared.
- Current appropriations for all funds are limited to the sum available, unrestricted cash balances and revenues estimated to be received in the current budget year.
- All District departments will operate within the adopted budget. From time to time, the District will consider spending requests for new or expanded programs during the course of the fiscal year and to the extent possible, such increases to current operations will be funded by reoccurring current revenues unless the request is for a one-time activity that does not require an ongoing funding allocation. On occasion, there may be a need for Board action to draw funds from the District's reserve fund in order to meet unforeseen financial requirements.
- Capital assets owned by the District shall be maintained on a regular schedule. The District will recognize the impact of wear and tear of existing capital assets in the operating budget.

Maintenance costs will be identified and incorporated into the annual operating budget as necessary. These costs include items such as renovations, maintenance and service contracts.

- District funds will be reconciled at the close of the fiscal year to determine the available cash balance at year end.
- Reports to the Board shall include Fiscal Impact discussions as to how they may affect the budget plus the estimated cost and benefit of the program or service in the current and future years.

Budgetary Control

Budget control is maintained at the departmental/divisional level. The Executive Director has the authority to approve budget transfers between programs or departments. In no case may total expenditures adopted for the fiscal year exceed that which is appropriated by the District Board without budget amendment. For accounting purposes, the District reports the results of its operations in a single enterprise fund as part of its Comprehensive Annual Financial Report.

Operating Program

The District utilizes a general operating fund, which will be used to account for all financial transactions required for the current operation of the public transportation system. The two primary components of this fund are:

Operating Income (Income Sources)

- Operating income includes revenues derived from the Regional Transit Gross Receipts Transit tax (NCRTD GRT)
- Federal Transit Grants* (including tribal transit grants)
- Operating and capital assistance from federal, state, or local funds
- Passenger fares
- Contractual reimbursements or contributions (i.e. advertising sales, insurance proceeds, etc.)
- Interest income
- Other miscellaneous sources of revenue

*For all federal transit grants awarded from New Mexico Department of Transportation (NMDOT), adherence to financial rules, regulations, and reporting will be complied with by NCRTD as per the New Mexico State Management Plan for the Administration of Federal Transit Grants, the annual Federal Transit Administration (FTA) Certifications and Assurances, and any subgrantee federal funding contract/memorandum of agreement with NMDOT.

The District will continuously seek new revenues and will, to the extent consistent with its public transit objectives, pursue a diverse revenue base in an effort to maintain a stable revenue stream. Seeking revenue diversity will help shelter the District from short-term fluctuations in any one revenue source.

Revenues from the NCRTD GRT are tracked in a line item dedicated to that purpose. According to the ballot initiative that created the Regional Transit GRT, the funds are to be used to expand regional public transit in the four-county area. The District interprets this to mean that NCRTD GRT funds should be used to implement approved service plans per Board adopted resolutions. Approved service plans may

include, but are not limited to, establishing entirely new regional routes; increasing the frequency of service on existing routes; purchasing more and larger vehicles so more riders may avail themselves of public transit; acquiring fixed capital assets and technology to solely be utilized on those approved regional routes, converting pilot projects to regular services; and coordinating with other service providers, such as Santa Fe Trails, Atomic City Transit, the Rail Runner, and Park & Ride to improve services and strive to provide a seamless transit experience to those in the District's service area.

The following definition has been adopted by the Board and will be utilized to ascertain whether a proposed regional route is eligible to be funded by NCRTD GRT:

1. It connects to a service that leaves the district such as the Rail Runner or Park & Ride; or
2. It crosses a jurisdictional line between Members;
3. It connects two or more Members;
4. It is solely within a single Member's local area but directly connects both in time and location with a service or route that makes possible travel outside the local area to another Member's area;
5. It connects two distinct and separate communities within one Member's area such as Questa and Red River in Taos County or Los Alamos and White Rock in Los Alamos County;
6. The Board of Directors will annually review all service plans within the region in order to determine regional routes by the qualification stated above. The board will have the ability to add or eliminate routes based on criteria for efficiency within the District.

The following funding allocation method will be used to determine the amount of NCRTD GRT that will be allocated toward Board approved services on an annual basis, as provided below.

Entity	Percentage of Total Fiscal Year Projected NCRTD Transit GRT Revenue
City of Santa Fe	14%
Los Alamos County	20%
Rail Runner	26%
NCRTD (Santa Fe County, Rio Arriba County, and Taos County)	40%

In the event that NCRTD GRT revenue(s) do not materialize as projected in the adopted fiscal year budget, it is the Board's stated desire that funding for services will be retained to the extent feasible. In order to achieve this priority the Board will consider the adjustment of the percentage allocations described in the above allocation methodology excluding the Rail Runner whose funding is prescribed through an Intergovernmental Agreement dated February 2009. The modification in the revenue percentage allocations will be proportionate to the reduction in the NCRTD GRT revenue.

It is also the Board's priority that as a last resort, transit services provided solely and directly by the NCRTD should not be reduced. In the event that such a reduction is likely, the Executive Director may recommend to the Board for its consideration the use of operating reserves to the extent necessary and without violating the Reserve Policy requirements herein.

NCRTD GRT revenue that is deemed to be reoccurring revenue and not allocated for regional routes is placed in the operating reserve balance and reserve for service enhancements and as such maybe be available for allocation in the following year for expanded service of regional routes as recommended by the Executive Director and adopted by the Board on the basis of the methodology for the allocation of NCRTD GRT as described above. Prior to commitment of any remaining NCRTD GRT reserve operating balance in the ensuing fiscal year to expanded regional service routes, these routes must be included in the requesting entities annual service plan and adopted by the NCRTD Board as well. In no event will these funds be allocated for new or expanded service regional routes if it will result in the diminishment of

the reserve operating balance requirements as described within these policies or if it will impact the Districts ability to meet its capital equipment and infrastructure requirements.

The District is responsible for seeing that NCRTD GRT funds are spent appropriately. For those entities operating their own transit services an invoice shall be submitted quarterly to the District requesting reimbursement of funds spent in accordance with NCRTD GRT funded service plans and adopted cost allocation methodology. Invoices shall contain sufficient line-item detail to support the appropriateness of the expenditure and concurrence with the intended use of the funds. Upon receipt and review of the invoice, the District will reimburse the entity, provided sufficient NCRTD GRT funds have been received.

In reference to Tribal Transit Funds if awarded by the Federal Transit Administration (FTA) to a Tribal Entity, the Tribal Entity maintains the authority to 1) utilize all Tribal Transit Funds received for Tribal Transit / Transportation Initiatives; 2) allocate through an agreement a portion of Tribal Transit Funds to the NCRTD; 3) allocate through an agreement all Tribal Transit Funds received to the NCRTD.

1) Tribe utilizes all FTA Tribal Transit Funds for Tribal Transit / Transportation Initiatives.
   - ✓ No Agreement with the NCRTD

2) Tribe allocates through an agreement a portion of FTA Tribal Transit Funds to the NCRTD. The process for managing these funds includes the following steps:
   - ✓ Tribe determines a need for additional services requiring a portion of Tribal Transit funds be allocated through an agreement to the NCRTD to provide contracted transit services
   - ✓ The NCRTD will assess the additional services requested by the Tribe and provide the Tribe with a Scope of Work, Budget & Budget Narrative
   - ✓ The Tribe will review and make any necessary changes to documents and return to NCRTD for review and re-submittal
   - ✓ Upon agreement of transit services to be contracted to the NCRTD, the Tribe and NCRTD will sign a Professional Services Contract detailing agreement between Tribe as the recipient of FTA Tribal Transit Funds and the NCRTD as the sub-contractor to include: Scope of Work, Budget, and Budget Narrative
   - ✓ Contract, Scope of Work, Budget and other Program Information will be entered into the Federal Transit Authority's (FTA) TEAM web system by the Tribe or authorized NCRTD personnel if stated in agreement
   - ✓ Reports: Quarterly Financial, Monthly Progress, Monthly Ridership Reports are submitted to the FTA / FederalReporting.gov / TEAM web portal and will be completed by Tribe or authorized NCRTD personnel. Copies of all reports will be sent to Tribe for record keeping if the NCRTD personnel perform the reporting requirements
   - ✓ Any changes or modifications to the Scope of Work, Budget, and Budget Narrative must be approved and documented by the Tribe prior to NCRTD changing services or requesting reimbursement or payment for services provided under agreement
   - ✓ The NCRTD will advances funds to cover operating costs of contracted transit services
   - ✓ NCRTD will submit a detailed "Invoice" of work, services performed and provided to the Tribe per Scope of Work and Agreement for approval and processing
   - ✓ Tribe will approve "Invoice" of work and services performed and provided by the NCRTD and request a drawdown from the FTA
   - ✓ Upon receipt of funds from the FTA, the Tribe within 7 days will process payment to the NCRTD
   - ✓ The Tribe and the NCRTD will meet periodically to evaluate the effectiveness of the services being provided, available budget, and discuss any necessary changes.

3) Tribe allocates through an agreement all FTA Tribal Transit Funds received to the NCRTD for the provision of contract transit services. The process for managing these funds includes the following steps:
   - ✓ Tribe determines a need to allocate through an agreement all FTA Tribal Transit funds to the NCRTD for the provision of FTA funded contractual transit services to be continued

- ✓ The NCRTD and the Tribe will assess current FTA funded services being provided to the Tribe and provide the Tribe with a Scope of Work, Budget and Budget Narrative of the FTA funded current services and how these funds will be utilized to continue transit services
- ✓ The Tribe will review and make any necessary changes to documents and return them to the NCRTD for review and re-submittal
- ✓ Upon agreement of transit services to be contracted to the NCRTD, the Tribe and NCRTD will sign a Professional Services Contract detailing agreement between Tribe as the recipient of FTA Tribal Transit Funds and the NCRTD as the sub-contractor to include: Scope of Work, Budget, and Budget Narrative
- ✓ Contract, Scope of Work, Budget and other Program Information will be entered into the Federal Transit Administration's (FTA) TEAM web system by the Tribe or authorized NCRTD personnel if stated in agreement
- ✓ Reports: Quarterly Financial, Monthly Progress, Monthly Ridership Reports are submitted to the FTA / FederalReporting.gov / TEAM web portal and will be completed by Tribe or authorized NCRTD personnel. Copies of all reports will be sent to Tribe for record keeping if the NCRTD personnel perform the reporting requirements
- ✓ Any changes or modifications to the Scope of Work, Budget, and Budget Narrative must be approved and documented by the Tribe prior to the NCRTD changing services or requesting reimbursement or payment for services provided under agreement
- ✓ The NCRTD will advance funds to cover operating costs of contracted transit services
- ✓ NCRTD will submit a detailed "Invoice" of work, services performed and provided to the Tribe per Scope of Work and Agreement for approval and processing
- ✓ Tribe will approve "Invoice" of work and services performed and provided by the NCRTD and request a drawdown from the FTA
- ✓ Upon receipt of funds from the FTA, the Tribe within 7 days will process payment to the NCRTD
- ✓ The Tribe and the NCRTD will meet periodically to evaluate the effectiveness of the services being provided, available budget, and discuss any necessary changes.

Operating Expenses

Operating expenses are defined as the day-to-day costs incurred for public transit delivery, administrative overhead, and other common and normal expenses.

Operating Balance (difference between operating income and operating expenses)

The operating balance is utilized to fund the capital program and reserve requirements.

Administrative Overhead Costs

Direct and Indirect costs that are incurred for common or joint purposes in support of transit service or capital programs. Costs are allocated to programs based on allocation methods which comply with Federal and State guidelines.

Reserve Policy

This Financial Reserve Policy contains practices that govern the management of the District's financial reserves in order to:

- Maintain access to capital markets and other sources of capital funding at the most efficient cost of funds for the District
- Manage financial risks prudently by maintaining required and additional financial reserves to meet the Districts financial needs
- Meet New Mexico State Department of Finance and Administration (DFA) requirements for minimum reserve balance requirements and any Board requirements
- Provide the District with the ability to withstand national, regional and local major economic disruptions, unanticipated expenditure demands and meet the need for other non-recurring expenses except for as provided within the reserve policies
- Meet or exceed all debt coverage requirements, if any; and
- Establish prudent levels of liquidity

The District will maintain at all times one month of operating revenue as a cash reserve to meet DFA requirements.

The District will seek to maintain at all times an amount equaling 25% of its operating revenue as an unrestricted cash reserve which is inclusive of the DFA requirement distributed as follows:

Reserve for Operations (budget stabilization): It is the goal of the Board of Directors to annually direct 15% of the unrestricted reserves into this fund to meet unexpected decreases of more than 5% in the levels of total revenues and subsidies, as well an unexpected increases of more than 5% in total operating costs such as unanticipated and unbudgeted increases in fuel costs or other operating materials that cannot be rebalanced within existing budgeted resources in any given year in order to protect against reducing service levels when these fluctuations occur. This reserve will be maintained at a maximum of twenty percent (25%) of the annual operating revenues.

Reserve for Capital and Capital Replacement: It is the goal of the Board of Directors to annually direct 5% of the unrestricted reserves into this fund. In addition revenues from the sale of surplus property or fixed assets will be directed towards this reserve fund. This reserve fund will provide the District with funds to meet matching requirements or non-matched purchases for fleet replacement, new fleet and replacement or acquisition of fixed assets. This reserve will be maintained at a maximum of fifteen percent (15%) of the annual operating revenues.

Reserve for Service Enhancements: This fund will be developed to build up fiscal resources in anticipation of future service enhancements. The intent is to build up a reserve of operating funds before potential service enhancements would be enacted in order to smooth the impact on the operating budget of a higher level of service and operating costs. When the Board has authorized existing service enhancements or new service enhancements then the Resolution approving such may also include the authorization to use this reserve fund for that purpose as required by section "E" below. The targeted balance of this reserve fund should be sufficient to cover operating expense of the proposed service enhancement for a three-year period.

Reserve for Debt Service: When the District issues debt this reserve will be funded through bond proceeds equal to the highest year debt service obligation of the District. These funds are held by the trustee for payment of related debt service.

Approval for Use of Reserve Fund

Each proposed use of the reserve fund will be subject to Board approval. For each use of the aforementioned reserve funds, the Board will approve a resolution which will describe the need to use the reserve fund, and the uses for which reserve funds will be expended. By Resolution of the Board the Board upon recommendation of the Executive Director may consider the modification of the allocations herein in order to avoid any service reductions.

Capital Program

The NCRTD Capital Investment Plan (CIP) shall describe capital expenditures to be incurred to meet capital needs arising from long-term plans, asset maintenance or other capital needs. It sets forth each project in which the NCRTD will be involved and specifies the resources estimated to be available or required to finance the projected expenditures. The Executive Director shall submit to the NCRTD Board a proposed Capital Investment Plan prior to or in conjunction with the annual proposed budget. The Board shall approve the CIP no later than June 1 of each year. In the event that this date falls on a weekend, the preceding Friday shall prevail.

The Executive Director reviews all District capital projects to be recommended for inclusion in the CIP subject to the oversight and approval of the Board. In this capacity the Executive Director or a designee will:

- Affirm the linkage between proposed Capital Projects and the Districts strategic goals and objectives;
- Assess the linkage between the capital and operating budgets to ensure appropriate allocation of resources;
- Reaffirm the validity of a proposed CIP for annual approval by the District Board;
- Provide discipline and enforcement to the approved CIP;
- Monitor the progress of Capital Projects. Major changes in project scope or direction shall be presented to the Board for approval;
- Review the qualitative and quantitative (including financial analysis) evaluation of Capital Projects to determine the priority of projects;
- Review, assess and approve or deny the placement of proposed Capital Projects on the CIP;
- Review CIP policies and procedures periodically and implementing changes as necessary;
- Provide a mechanism for financial and resource planning for the District;
- Authorize total project cost and fiscal year cost allocation changes.

The CIP is a planning document only. Any appropriations for specific project must be approved by the Board during the annual budget process.

The District’s CIP either creates a new asset or significantly extends the life of an existing asset.

Large Capital equipment purchases may be included in the CIP.

The Districts Capital Program will be used to account for the planning/design, acquisition, construction and reconstruction/rehabilitation of major capital facilities and equipment. It may include Federal and State grants as well as local funds to be used for capital acquisition and construction with and without benefit of grant funding including transfers from the Annual Operating Reserve Balance, project-related reimbursements, debt financing or other sources of capital funding.

Capital Expenditures are defined as expenditures incurred to meet capital needs arising from the District CIP, asset capital maintenance or other capital needs.

Capital Expenditures

Items/acquisitions that have a useful life in excess of one year and an acquisition cost of greater than or equal to $5,000.

Direct and eligible indirect costs, which are related and add value to a capital project, shall also be defined as capital expenditures.

Capital Performance Policy Objectives

The NCRTD will seek to obtain maximum Federal and State financing by pursing all appropriate funding available for public transportation systems.

A portion of the annual CIP will be allocated to the proper maintenance of the Districts capital assets including regular replacement of the fleet and equipment and the rehabilitation or replacement of facilities.

Capital Investment Plan Funding

Funding of the CIP will endeavor to fund capital needs from a combination of sources including:

- Pay-as-you–Go (cash funded, PAYGO)
- Grants from Federal/State/Other Sources
- Debt Financing and special loans

The CIP funding strategy will emphasize the use of PAYGO as a means to meet transit funding requirements with debt used as a secondary source. The level of PAYGO funding will be dependent on a number of factors including availability of funds from the RT GRT and other sources, the appropriate levels of retained fund balances, economic and other factors.

BUDGET MANAGEMENT PROCESS

Introduction

As the District's finances become tighter, increased emphasis has been placed on the budget management process. The following procedures were instituted to strengthen this process:

- The Board of Directors developed a set of financial policies to guide the development of the budget plan and articulate the District's operating guidelines.
- The District's performance is measured against the standards established by the Board
- A formal budget document is produced, providing clear, timely, and accurate budget information to officials and the public.
- The expenditures are tracked against budget/appropriations and available resources.
- Performance indicators are used to assess the containment of costs and the effectiveness of service delivery.

- The Board meets monthly to provide the pulse of the community in matters of fare changes, Long Range Plan updates, capital projects, and service changes.

Budget Cycle

For the District, the fiscal year is July 1 through June 30, and for Federal Grants the fiscal year is October 1 through September 30. The budget process for the forthcoming fiscal year begins in January with the development of the previous fiscal year budget to actual comparison.

Although not necessary, the District prepares a mid-year review of spending patterns and budget variances is conducted on current fiscal year which begins the annual budget process, which proceeds as follows:

- The departments submit their requests with justification by object code.
- Discussions between the Executive Director, the Finance Director and the department staff refine the budget request.
- When completed, the initial budget includes commitments, recurring costs, and any approved new projects and initiatives.
- The Executive Director's Recommended Budget is finalized with the Finance Director based on Revenue projections:
  - ✓ Is the sum of the refined budget request
  - ✓ Is limited to estimated available resources
  - ✓ Satisfies the District's financial policies to the best extent possible
  - ✓ Supports the District's mission and strategic direction as embodied in the Board Policy Goals as outlined in the 5-year Service Plan and Long Range Strategic Plan
  - ✓ The Executive Director's Recommended Budget is presented to the Finance Subcommittee in April
  - ✓ The Finance Subcommittee adjusts and recommends the budget to the full Board in May and is made available to the public
  - ✓ At the May meeting of the Board a public hearing is held, so that the general public is able to discuss the budget
  - ✓ The Board authorizes a preliminary budget to be sent to NMDFA for approval
  - ✓ NMDFA reviews the preliminary budget submitted by NCRTD and approves the budget for final review and approval by the District's Board
  - ✓ The budget from NMDFA is then formally adopted by resolution at the June/July Board Meeting of NCRTD.

BUDGET CALENDAR FISCAL YEAR 2017

North Central Regional Transit District

JANUARY

Board adopted Long Range Strategic Plan

Identification of Goals and Objectives

FEBRUARY

Staff prepares and submits departmental and divisional budgets

MARCH

Budget review by Finance and Executive Director

10 year Capital and Long Range Financial Plan

APRIL

Draft proposed budget submitted to Finance Subcommittee along with Capital and Long Range Financial Plan

MAY

Finance Subcommittee forwards recommendations for proposed budget

Preliminary Budget public hearing

JUNE

Final Budget public hearing and Board adoption

Budget submitted to State Department of Finance and Administration

JULY

Budget Monitoring and Control

A monthly financial report allows the Executive Director and the Board of Directors to monitor actual performance. The Executive Director has the authority to transfer appropriations between departments without approval from the Board. Any increase to the District's total operating budget requires Board approval. The Executive Director also has the authority to upgrade or reclassify staff positions. Positions may be reallocated between departments and divisions, providing the overall staffing level remain at the level approved by the Board. This allows the Executive Director flexibility in making staff decisions.

SERVICE PROFILE

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ECONOMIC PROFILE

The Service Profile depicts the economic and service activity as it impacts the organization on operational and financial levels. The provided information highlights trends regarding items that have direct effect on how NCRTD develops, supports, and implements services to the Los Alamos, Rio Arriba, Santa Fe, and Taos County area.

Population Estimates

Year	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County	Total
2015	17,785	148,686	39,465	32,907	238,843
2010	17,950	144,171	40,247	32,940	235,308
% Change	-0.9%	3.1%	-1.9%	-0.1%	1.5%

Source: US Census Quick Facts 2010-2015

Ethnicity

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County	NM
White	77.5%	44.7%	13.5%	36.9%	41.4%
Black	0.9%	0.8%	0.4%	0.6%	2.0%
American Indian and Alaska Native	0.6%	2.5%	14.3%	5.7%	8.8%
Asian and Pacific Islander alone	5.9%	1.3%	0.4%	0.7%	1.5%
Hispanic or Latino	15.1%	50.8%	71.4%	56.2%	46.4%

Source: http://www.nmhealthcouncils.org, Community Health Profile, 2010

Age

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County
2014				
Under 5 Years	5.5%	4.8%	7.1%	5.1%
Under 18 Years	23.3%	19.5%	24.3%	19.1%
Under 65 Years	16.6%	19.6%	16.5%	22.3%
2010				
Under 5 Years	5.3%	5.7%	6.7%	5.5%
Under 18 Years	24.2%	21.0%	24.6%	20.6%
Under 65 Years	15.0%	15.1%	14.1%	17.1%

Source: US Census Quick Facts 2010-2014

Housing

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County
Housing units, July 1, 2014, (estimated)	8,312	71,749	19,544	20,354
Housing units, April 1, 2010 (census)	8,354	71,267	19,638	20,265
Owner-occupied housing unit rate,	75%	69.4%	78%	72.5%
Median value of owner-occupied housing units	$280,700	$272,700	$140,900	$211,900

Median selected monthly owner costs -with a mortgage	$1,873	$1,583	$1,133	$1,276
Median selected monthly owner costs -without a mortgage	$ 414	$ 390	$ 261	$ 280
Median gross rent	$ 974	$ 930	$ 644	$ 762

Source: US Census Quick Facts, 2010-2014

Income and Poverty

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County
Median household income	$105,989	$52,958	$38,635	$35,823
Per capita income in past 12 months ($)	$50,723	$32,454	$19,483	$22,107
Persons in Poverty (%)	4.2%	14.2%	24.1%	19.2%

Source: US Census Quick Facts,2014

Largest Cities/Communities

	Population
Santa Fe	70,297
Los Alamos	11,843
Española	10,130
Eldorado at Santa Fe	5,990
White Rock	5,977
Taos	5,766
Edgewood	3,805
La Cienega	3,004
Chimayo	2,572
Dulce	2,537

Source: US Census,2010

Land Use

Land Type	Percent Coverage
Urban Land or Built-up Land	.34%
Agricultural Land	.83%
Rangeland	.49%
Forest Land	36.92%
Water	23.38%
Wetland	.0011%
Barren Land	37.23%
Tundra	.78%
Perennial Snow or Ice	.035%

Source: USGS, 2002

Federal Land

	Total Area (Sq. Miles)	Percentage of Total Service Area
Bureau of Land Management	1,128.5	11.15%
Bureau of Reclamation	22.6	0.22%
Department of Defense	18.2	0.18%
Forest Service	3,671.2	36.28%
National Park Service	11.6	0.11%
Other (LANL)	35.7	0.35%

Source: U.S. Geological Survey, 2002, National Land Cover Data Set

North Central RTD Service Area: 10,118 Square Miles

4,888 Square Miles is comprised of Federal Lands

12 Indian Reservations fall within the NCRTD 4 county service area.

1,559 Square Miles is comprised of Indian Reservation Trust Land.

Indian Reservation

	Total Sq. Miles within NCRTD Service Area
Navajo Nation	3
Jicarilla Apache Nation	1,155
Nambe	32
Pojoaque Pueblo	21
Tesuque Pueblo	27
San Ildefonso Pueblo	43
Santo Domingo	6
Cochiti	9
Santa Clara	53
San Juan	27
Taos	156
Picuris	27

Source: Indian Reservation Trust Land, TIGER 2000

Education

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County
High School Graduate or Higher	97.2%	87.6%	79.2%	86.6%
Bachelor's degree or higher	64.0%	39.9%	15.5%	28.9%

Source: US Census Quick Facts, 2010

Transportation

	Los Alamos County	Santa Fe County	Rio Arriba County	Taos County	Average
Mean travel time to work (min)	15.6	21.8	25.5	20.6	20.9

Source: US Census Quick Facts, 2010-2014

Major Employers

	Number of Employees in 2016
State of New Mexico	19,655
Los Alamos National Laboratory	9,543
St. Vincent Regional Medical Center	2,021
Santa Fe Public Schools	1,763
City of Santa Fe	1,500
Peters Corporation	730
Santa Fe Community College	909
Santa Fe County	846
Los Alamos County	673
Santa Fe Opera	630

Source: Santa Fe Chamber of Commerce

TRANSIT SERVICE PROFILE

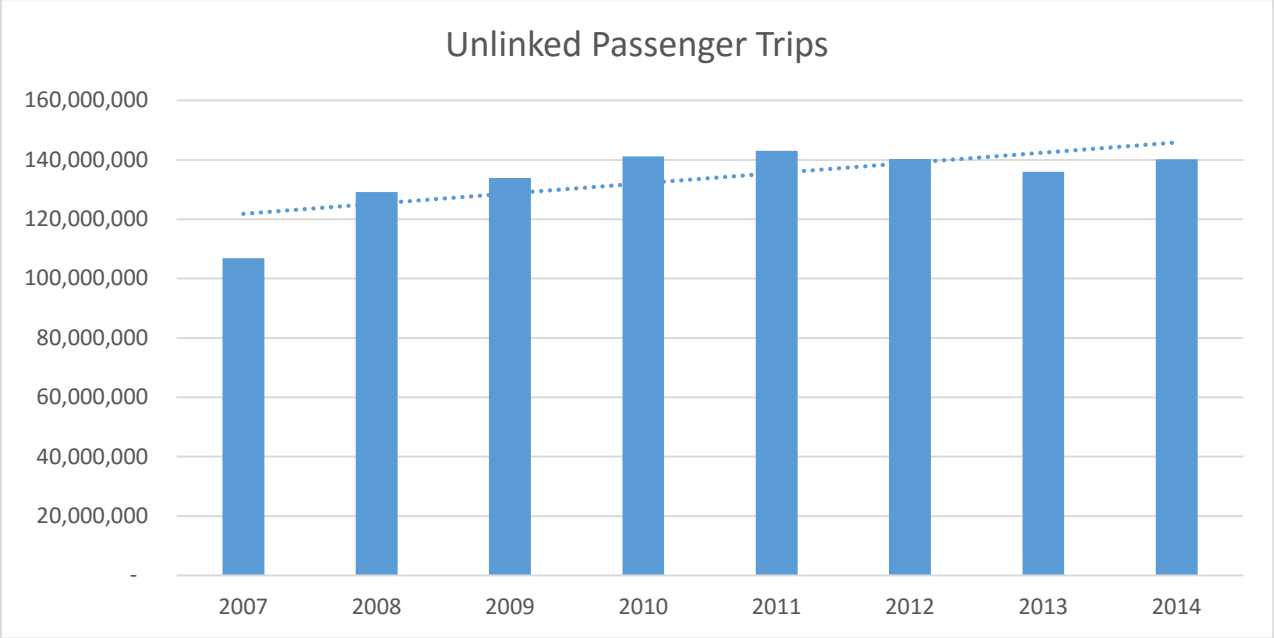
National Rural Transit Trends

A total of 1347 agencies are included in the National Transit Database (NTD) for 2014 for Rural Transit. The National Transit Database was established by Congress to be the Nation's primary source of information and statistics on the transit system of the United States. Recipients of grants from the Federal Transit Administration (FTA) are required by statute to submit data to the NTD. The NTD is used to help meet the needs of individual public transportation systems, the US Government, State, and Local governments, and the public for information on which to base public transportation service planning. (www.ntdprogram.gov/ntdprogram/data.htm)

Number of Agencies Reporting by Mode:

Year	Bus	Demand Response	Van Pool	Charter	Ferry Boat	Aerial Tramway	Other
2007	478	1,082	15				28
2008	493	1,149	16				40
2009	484	1,169	14				22
2010	530	1,180	16	3			21
2011	601	1,199	18	177	4		15
2012	575	1,164	21	262	6		13
2013	582	1,146	24		6	1	10
2014	444	1,072	18	85	6	1	
8 Yr. Change	-34	-10	3	85	6	1	-28

Total Unlinked Passenger Trips for Rural Carriers (by year):



NEW MEXICO TRANSIT

Service	NMDOT District	Service Type	Funding Sources**	FY14 Ridership***	FY15 Ridership***
NMDOT Park and Ride	1,3,4,5	FR	State Funding, 5311(f)	315,739	291,892
NM Rail Runner Express	3,5	CR	RTD, Section 5307/5337	1,083,536	997,299
Bernalillo County					
Adelante Development Center	3		Section 5310		
ARCA	3		Section 5310		
City of Albuquerque-ABQ Ride	3	FR/DR	Section 5307	13,199,291	12,369,312
PB&J Family Services	3		Section 5310		
Share Your Care, Inc.	3		Section 5310		
Therapeutic Living	3		Section 5310		
Mandy's Special Farm	3		Section 5310		
Pueblo of Isleta Elder Care	3		Section 5310		
Jewish Family Services	3		Section 5310		
Casa Angelica	3		Section 5310		
Chaves County					
City of Roswell-Pecos Trails	2	FR/MFR/DR	Section 5311	207,007	189,216
Cibola County					
Village of Milan-Carrot Express	6	DR	Section 5311	41,147	32,081
Pueblo of Laguna-Shaa'srk'a Transit	6	FR/MFR/DR	Section 5311	6,387	9,154
Curry County					
City of Clovis-Clovis Area Transit	2	DR	Section 5311	68,143	67,616
Doña Ana County					
Hatch Area Medical-Rio Grande Transit	1	DR/MFR	Section 5310/5311	16,188	16,565
Families and Youth, Inc.	1		Section 5310		
Las Cruces-Road Runner Transit	1	FR/DR	Section 5307	767,809	804,812
Tresco, Inc.	1		Section 5310		
Eddy County					
City of Carlsbad-Municipal Transit	2	FR/DR	Section 5311	51,103	52,053
Grant County					
South West Regional Transit District ^^	1	DR/MFR/FR	Section 5311	109,581	114,636
Life Quest	1		Section 5310		

Service	NMDOT District	Service Type	Funding Sources**	FY14 Ridership***	FY15 Ridership***
Lea County					
City of Hobbs-Hobbs Express	2	FR/DR	Section 5311	54,135	56,505
Lincoln County					
City of Ruidoso Downs-Lincoln County Transit	2	DR	Section 5311	10,615	8,092
Los Alamos County					
Los Alamos-Atomic City Transit	5	FR/MFR/DR	Section 5310/5311	526,296	538,613
McKinley County					
Coyote Canyon Rehabilitation Center	6		Section 5310		
Community Pantry-Gallup Express	6	FR/MFR/DR	Section 5311	104,120	107,265
Navajo Transit System	6	FR	Section 5311	73,460	66,238
Zuni Entrepreneurial Enterprises (ZEE)	6		Section 5310		
Presbyterian Medical Services	6		Section 5310		
Otero County					
Zia Therapy Center, Inc.	2	FR/DR/MFR	Section 5310/5311	118,698	112,146
Rio Arriba County					
North Central Regional Transit District^	5	DR/FR/MFR	Section 5311	208,695	197,269
Las Cumbres Community Services	5		Section 5310		
Roosevelt County					
City of Portales	2	DR	Section 5311	18,545	18,281
San Juan County					
City of Farmington-Red Apple Transit	5	FR/MFR/DR	Section 5307	134,976	134,296
Presbyterian Medical Services	5		Section 5310		
San Miguel County					
City of Las Vegas-Meadow City Express	4	DR	Section 5311	16,260	16,546
Sandoval County					
Rio Metro Regional Transit District+	3	FR/DR	Section 5310/5311	80,534	69,848

Service	NMDOT District	Service Type	Funding Sources**	FY14 Ridership***	FY15 Ridership***
Santa Fe County					
City of Santa Fe-Santa Fe Trails	5	FR/DR	Section 5307	1,112,247	1,124,320
Presbyterian Medical Services	5		Section 5310		
Socorro County					
City of Socorro	1	DR	Section 5311	16,099	13,076
Taos County					
Town of Red River-Miners Transit	5	DR	Section 5311	31,278	44,993
Town of Taos-Chile Line^	5	FR/MFR/DR	Section 5311	67,163	46,971
Union County					
Golden Spread Rural Frontier Coalition	4	MFR/DR	Section 5311	9,815	9,618
Valencia County					
La Vida Felicidad	3		Section 5310		
				FY 14	**FY 15**
TOTAL RIDERSHIP					
Percentage Decrease from FY 14: -5.1%				18,448,867	17,508,713

NOTES:

*FR-Fixed Route

MFR-Modified Fixed Route

DR-Demand Response

CR-Commuter Rail

Section 5310 services are Demand Response unless otherwise noted

**Section 5310 programs are for capital expenses and are typically not funded for consecutive years. Therefore, ridership numbers are not reported in this publication.

***Ridership is based on State Fiscal Year 2014 and 2015 (July 1 - June 30) for NM Rail Runner Express and NMDOT Park and Ride, and Federal Fiscal Year 2014 and 2015 (October 1 - September 30) for FTA Sections 5307 and 5311.

^NCRTD serves Rio Arriba, Taos, Los Alamos, and Santa Fe counties and their tribal members include Santa Clara; San Ildefonso; Pojoaque; Ohkay Owingeh; and Tesuque. On July 1, 2015 the NCRTD acquired the Chile Line from the Town of Taos.

^^Southwest Regional Transit District (SWRTD) serves Grant, Luna, and Hidalgo Counties.

+Rio Metro Regional Transit District (RMRTD) provides rural transit services in Valencia and Sandoval Counties.

NORTH CENTRAL REGIONAL TRANSIT DISTRICT

Telephone: (866) 206-0754 or (505) 629-4725

Address: 1327 North Riverside Drive

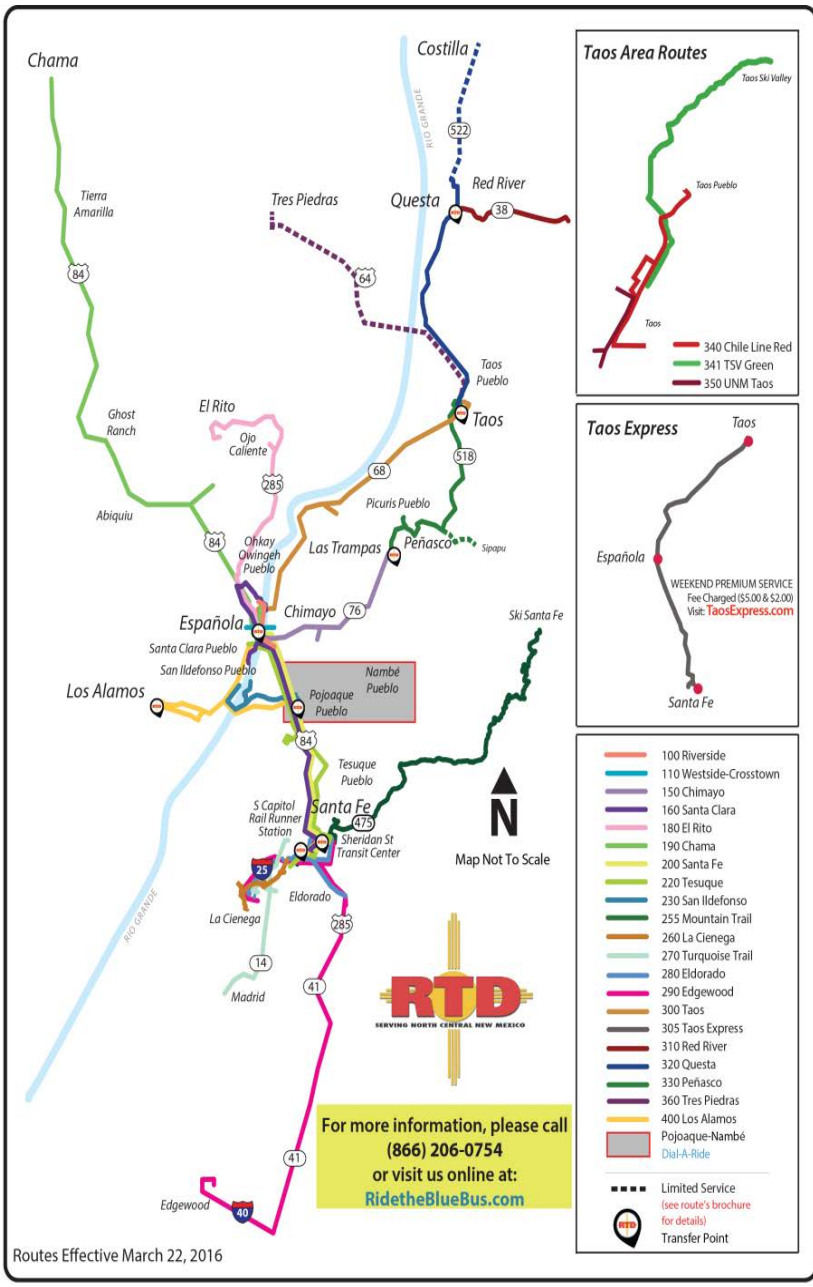
Española, NM 87532

URL: www.ncrtd.org Live Bus Tracking
http://bluebustracker.availtec.com/InfoPoint/

The North Central RTD provides local and intercity bus service across Los Alamos, Rio Arriba, Santa Fe, Taos Counties on a network of 24 fixed routes and 4 complementary demand response/paratransit services. All routes operate on weekdays only, with the exception of the weekend Taos Express, Taos Ski Village (during the ski season) and Santa Fe Mountain Trail service

NCRTD fixed routes are as follows:

- Route 100 Riverside (free fare)
- Route 110 Westside-Crosstown (free fare)
- Route 150 Chimayo (free fare)
- Route 160 Santa Clara (free fare)
- Route 180 El Rito (free fare)
- Route 190 Chama (free fare)
- Route 200 Santa Fe (free fare)
- Route 220 Tesuque (free fare)
- Route 230 San Ildefonso (free fare)
- Route 255 Santa Fe Mountain Trail
  ($5 up, free fare down during the summer)
  ($5 up and down during the ski season)
- Route 270 Turquoise Trail (free fare)
- Route 280 Eldorado (free fare)
- Route 290 Edgewood (free fare)
- Route 300 Taos (free fare)
- Route 305 Taos Express (weekends)
  ($2 to Española, and $5 to Santa Fe)
- Route 310 Red River (free fare)
- Route 320 Questa (free fare)
- Route 330 Peñasco (free fare)
- Route 340 Taos Red Line (free fare)
- Route 350 UNM Klauer (free fare)
- Route 355 Taos Green Line TSV (seasonal)
  (free fare)
- Route 360 Tres Piedras (free fare)
- Route 400 Los Alamos (free fare)



NORTH CENTRAL REGIONAL TRANSIT DISTRICT
OPERATING INDICATORS BY FUNDING/SERVICE TYPE
LAST TEN FISCAL YEARS

		FY2007	FY2008	FY2009	FY2010	FY2011
NCRTD Operated Routes (first year of complete data was FY2009)						
Greater Eldorado Express	Started October 2007	7,969		12,972	8,835 [a]	
Questa to Taos	Started October 2007	2,119		11,208	11,949	13,482
Taos to Española	Started October 2007	1,189		6,603	7,097	9,837
Peñasco to Taos	Started October 2007	3,001		6,985	5,838	6,034
Riverside Drive	Started October 2007	1,399		5,880	11,473	24,341
Westside	Started October 2007	1,127		3,907	7,376	9,828
Española to Santa Fe	Started October 2007	1,214		9,911	13,121	18,853
Tesuque to Santa Fe	Started October 2007	320		4,232	7,228	8,861
Española to Los Alamos	Started January 2008	47		563	745	1,258
Santa Clara to Española/Santa Fe	Started April 2008	105		1,671	2,117	5,501
El Rito to Española	Started July 2008			1,932	3,695	3,972
Alcalde Velarde	Started December 2008			1,003	624	1,453
Española to Chimayo	Started April 2009			324	3,040	5,920
Las Trampas	Started October 2009				866	2,146
San Idlefonso	Started December 2009				514	1,883
Red River	Started January 2010				828	3,275
UNM Klauer	Started January 2010				1,326	3,446
Chama	Started February 2010				246	1,101
Turquoise Trail/Route 599	Started July 2010					4,508
Eldorado	Started July 2010					7,665
Edgewood	Started September 2011					
Tres Piedras	Started March 2015					
Chile Line Red	Started July 2015					
Chile Line Green	Started December 2015					
Taos Express	Started January 2015					
Santa Fe Mountain Trail	Started September 2015					
Demand Response	Los Valles & Española Tra	11,169	[d]	11,838	6,070	7,762
Pojoaque/Nambe Dial-a-Ride	Started April 2009			200	2,276	3,913
Demand Response Pojoaque Students	Started September 2010					4,724
Demand Response Chile Ride	Started July 2015					
Total Unlinked Riders on NCRTD Operated Routes		29,659		79,229	95,264	149,763
NCRTD Partially Funded Routes (first year of complete data was FY2009)						
RailRunner	Started December 2008			251,186	399,569	392,239
Santa Fe Route 2	Started February 2010				16,726	46,512
Santa Fe Route 4	Started February 2010				4,131	11,805
Santa Fe Route 22	Started February 2010				4,779	6,580
Santa Fe Pick Up	Started February 2010				15,005	66,394
Los Alamos Route 2 White Rock	Started March 2010				8,655	36,247
Los Alamos Enhanced Services on Route 3, 4, 5, & 6	Started October 2010					54,183
Los Alamos Route 11 White Rock Express	Started October 2010					3,883
Total Unlinked Riders on NCRTD Partially Funded Routes				251,186	448,865	617,843
Total Unlinked Passenger Rides for All Operated and Funded Routes		29,659		330,415	544,129	767,606

Sources: Ridership Reports
[a] Suspended Service May 2010 with All Aboard America
[b] Suspended July 2011
[c] Suspended Service January 2015 for the remainder of FY2015
[d] NCRTD Started Service October 2007
[e] Systemwide Route Modifications implemented March 2015

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
OPERATING INDICATORS BY FUNDING/SERVICE TYPE
LAST TEN FISCAL YEARS

		FY2012	FY2013	FY2014	FY2015		FY2016
NCRTD Operated Routes (first year of complete data was FY2009)							Projected
Greater Eldorado Express							
Questa to Taos		12,201	12,913	10,792	9,794		12,153
Taos to Española		12,169	10,500	10,243	9,862		13,457
Peñasco to Taos		8,697	9,189	7,707	6,567		8,424
Riverside Drive		40,507	41,470	48,943	45,007		44,906
Westside		13,062	13,359	15,393	12,864		12,623
Española to Santa Fe		24,170	25,286	29,643	23,972		21,278
Tesuque to Santa Fe		7,176	7,524	10,448	9,322		8,876
Española to Los Alamos		1,317	1,461	1,685	1,820		1,314
Santa Clara to Española/Santa Fe		7,022	7,225	8,027	5,680		6,899
El Rito to Española		4,149	4,876	4,980	3,229		1,923
Alcalde Velarde	[b]						
Española to Chimayo		5,873	6,645	7,818	8,633		7,757
Las Trampas		2,052	2,196	2,311	1,768	[e]	
San Idlefonso		3,399	3,347	2,951	1,997		3,951
Red River		4,890	5,219	4,380	3,605		3,279
UNM Klauer		3,197	4,504	3,579	1,908	[c]	1,604
Chama		1,887	3,292	3,834	2,902		4,181
Turquoise Trail/Route 599		6,852	5,899	7,438	9,220		7,523
Eldorado		8,243	7,045	6,636	5,154		4,746
Edgewood		4,946	7,568	9,612	8,822		6,761
Tres Piedras					236		533
Chile Line Red							64,775
Chile Line Green							6,508
Taos Express					731		1,443
Santa Fe Mountain Trail							4,269
Demand Response		7,762	7,849	8,030	7,028		7,212
Pojoaque/Nambe Dial-a-Ride		3,167	2,035	1,389	1,251		1,071
Demand Response Pojoaque Students		3,088	3,515	3,911	2,695		2,891
Demand Response Chile Ride							1,136
Total Unlinked Riders on NCRTD Operated Routes		185,826	192,917	209,750	184,067	[e]	261,487
NCRTD Partially Funded Routes (first year of complete data was FY2009)							
RailRunner		360,076	309,115	360,269	337,680		307,256
Santa Fe Route 2		48,773	48,382	49,393	50,606		53,189
Santa Fe Route 4		11,116	10,015	11,543	9,626		9,531
Santa Fe Route 22		8,950	10,925	10,318	7,739		6,812
Santa Fe Pick Up		66,180	80,318	76,413	86,790		71,012
Los Alamos Route 2 White Rock		37,352	46,008	106,671	98,779		85,437
Los Alamos Enhanced Services on Route 3, 4, 5, & 6		66,820	66,523	51,148	57,204		48,324
Los Alamos Route 11 White Rock Express		6,930	6,792	6,230	6,873		7,274
Total Unlinked Riders on NCRTD Partially Funded Routes		606,197	578,078	671,985	655,297		588,833
Total Unlinked Passenger Rides for All Operated and Funded Ro		792,023	770,995	881,735	839,364		850,320

Sources: Ridership Reports

[a] Suspended Service May 2010 with All Aboard America

[b] Suspended July 2011

[c] Suspended Service January 2015 for the remainder of FY2015

[d] NCRTD Started Service October 2007

[e] Systemwide Route Modifications implemented March 2015

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THE BUDGET

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NCRTD Summary		FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projections	FY 2017 Budget Request
Revenues						
Tax Revenues	4545000	6,941,122	7,246,641	6,903,500	7,279,131	7,095,000
Federal Grants	4452000	1,902,036	1,833,820	3,781,539	3,398,010	3,684,876
Member Local Match	4455000	-		173,972	156,154	73,000
Local Match/Contribution	4455002	450,000	400,000	350,000	350,000	350,000
State Capital Outlay Appropriation	4456000	161,188	-	301,312	301,312	93,000
Investments	4500000	6,125	20,408	12,000	15,793	20,000
Auctioned Vehicles	4504000	6,403	14,645		113	
Advertising Sales	4641000	10,513	13,035	37,000	29,606	21,000
Insurance Proceeds	4642000	17,833	23,883	14,000	52,461	20,000
Miscellaneous Revenue	4643000	395	7,860	146,344	22,946	-
Fares	4721000	26,458	13,078	140,324	27,267	40,500
Cash Balance-Operating						144,500
Cash Balance				688,552	405,781	732,957
Total Overall Revenue		**9,522,072**	**9,573,370**	**12,548,543**	**12,038,574**	**12,274,833**
Expenditures						
Salaries and Benefits						
Salaries		1,764,948	1,800,582	2,774,338	2,555,094	2,563,933
Benefits & Payroll Taxes		709,864	812,237	1,245,195	1,139,342	1,139,342
Total Salaries and Benefits		**2,474,812**	**2,612,819**	**4,019,533**	**3,694,436**	**3,703,275**
Contracts						
Contractual Services	6110400	288,196	222,224	369,603	342,440	335,823
Audit	6110405	23,219	23,433	27,000	27,000	25,000
Janitor	6110815	23,690	23,707		24,000	
Total Contracts		**335,105**	**269,364**	**396,603**	**393,440**	**360,823**
Other Operating Expenses						
Bank Service Charges	6110290		295	900	900	1,800
Penalties/Interest	6110295		43	500	500	
Internet Service	6110310	4,219	4,896	4,440	5,476	5,043
Postage	6110315	1,572	1,826	3,000	3,000	3,110
Telephone	6110320	10,754	9,894	11,739	15,776	15,278
Cell Phone	6110325	4,496	4,535	4,602	10,375	15,983
Advertising	6110410	61,715	65,457	87,342	87,342	87,860
Advertising-Other	6110415	8,990	18,424	13,500	10,912	7,180
IT Hardware/Software Support	6110425	6,851	7,469	46,785	58,553	127,043
Promotional	6110450		2,405	3,000	3,000	5,500
Health/Wellness	6110455		150	4,500	700	4,500
Dues and Subscriptions	6110500	8,597	15,961	15,765	21,660	14,160
Equipment	6110600	785	1,942		14,167	8,200
Equipment Rental	6110605	1,725	-	1,000	8,969	5,422
Equipment Repair & Maintenance	6110610	693	-	3,650	1,800	1,800
Computer Repair & Maintenance	6110615			2,300	500	250
Building Maintenance	6110620	8,700	16,283	15,000	15,000	16,925
Maintenance Machinery & Equipment	6110625	6,564	561	2,000	3,700	3,000
Insurance	6110700				(44)	
Property Insurance	6110705	6,670	6,670	7,210	7,274	10,000
General and Employee Liability	6110710	21,550	28,572	18,450	25,262	27,881
Civil Rights	6110715	3,311	3,311	3,311	3,311	3,310
Property Taxes	6110720		4,704			
Vehicle Insurance	6110725	56,058	58,819	86,225	82,004	70,000

NCRTD Summary		FY 2014 Actual	FY 2015 Actual	FY 2016 Budget	FY 2016 Projections	FY 2017 Budget Request
Utilities	6110810	25,299	26,079	40,012	40,012	41,092
Uniforms	6110900	-	13,320	8,000	8,457	8,000
Drug and Alcohol Testing	6110905		-	1,000		
Physicals	6110910	2,860	2,271	2,700	2,700	3,700
Printing	6111000	13,243	9,136	15,535	15,522	20,000
Equipment Machine Copies	6111005	13	-		37	
Supplies	6111100	1,267	22,318		184	500
Office Supplies	6111105	13,453	13,751	9,750	12,982	10,741
Furniture & Equipment under 5K	6111110	20,091	16,445	5,380	3,439	3,800
Janitorial Supplies	6111115	1,000			913	-
Training/Registration Fees	6111200	3,388	9,087	20,799	17,514	22,289
Mileage	6111305	6,992	5,660	4,275	4,673	5,309
Transit/ Rental/Air Fare	6111310	5,304	7,979	9,750	5,571	9,550
Per Diem/Travel Meals	6111315	3,628	3,373	7,760	7,157	7,214
Registration Fees	6111320	5,636	-		-	-
Lodging	6111325	11,081	9,909	15,610	11,998	22,020
Meals & Meeting Expenses	6111327	2,649	7,301	3,850	3,970	5,100
Misc Expenses	6111330	933	116	23,056	20,857	6,300
Fuel	6111400	410,199	352,857	495,903	343,709	416,160
Cell Tower Rental Fees	6111405	7,803	5,508	8,000	8,000	5,700
Shop Supplies	6111410	7,644	6,592	11,500	9,177	11,500
Oil and Lubricants	6111415	14,920	12,151	18,700	16,140	18,700
Hazardous Waste Disposal	6111420				3,000	3,000
Replacement Parts	6111425	65,908	84,631	91,400	119,656	112,000
Tires	6111430	26,771	52,000	40,100	52,287	50,400
Vehicle Maintenance - Repair	6111435	96,383	129,741	103,500	120,428	114,300
Painting	6111440	5,621	5,000	5,000	6,698	12,000
Vehicle Towing Services	6111445			-	6,548	8,000
Operating Expense - Los Alamos County	6200010	-				
Building Maintenance	6220605	249				
Computers	6330110				1,793	2,400
Benches and Signage	6330130					1,000
Mobile Radios	6330160					8,000
Total Other Operating Expenses		**965,586**	**1,047,442**	**1,276,799**	**1,223,560**	**1,363,020**
Non-RTD						
Non-RTD Railrunner	6110270	2,102,178	2,196,109	2,100,000	2,190,004	2,175,000
Non-RTD Los Alamos County	6110272	1,344,173	1,361,820	1,380,700	1,380,700	1,419,000
Non-RTD City of Santa Fe	6110275	940,921	953,274	966,490	966,490	993,300
Total Non-RTD		**4,387,272**	**4,511,203**	**4,447,190**	**4,537,194**	**4,587,300**
Capital Outlay						
Buildings	6330105	5,916	5,635	51,000	300,000	385,000
Computers	6330110	-	-	230,667	21,000	30,993
Furniture & Fixtures	6330115	-	-	5,000		40,000
Other Capital Expenses	6330125	359,810	170,803	151,000	5,000	195,000
Benches and Signage	6330130	75,245	157,835	1,000		191,537
Passenger Bus	6330135	-	-	1,928,251	1,445,307	1,417,885
15 Passenger Van w/Lift	6330145	-	131,460	39,000		
Bus Shelters	6330155	-	-	-		
Mobile Radios	6330160	-	222	2,500		
Total Capital Outlay Expenses		**440,971**	**465,956**	**2,408,418**	**1,771,307**	**2,260,415**
Total Overall Expenses		**8,603,746**	**8,906,785**	**12,548,543**	**11,619,937**	**12,274,833**

Professional Standards and Values

At North Central Regional Transportation District, we offer services as a team of respectful, qualified professionals. Our customers come first. They are our neighbors.

Our Mission: is to provide safe, secure and effective public transportation within north central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and to spur economic development throughout the region.

We Value
Professional Excellence

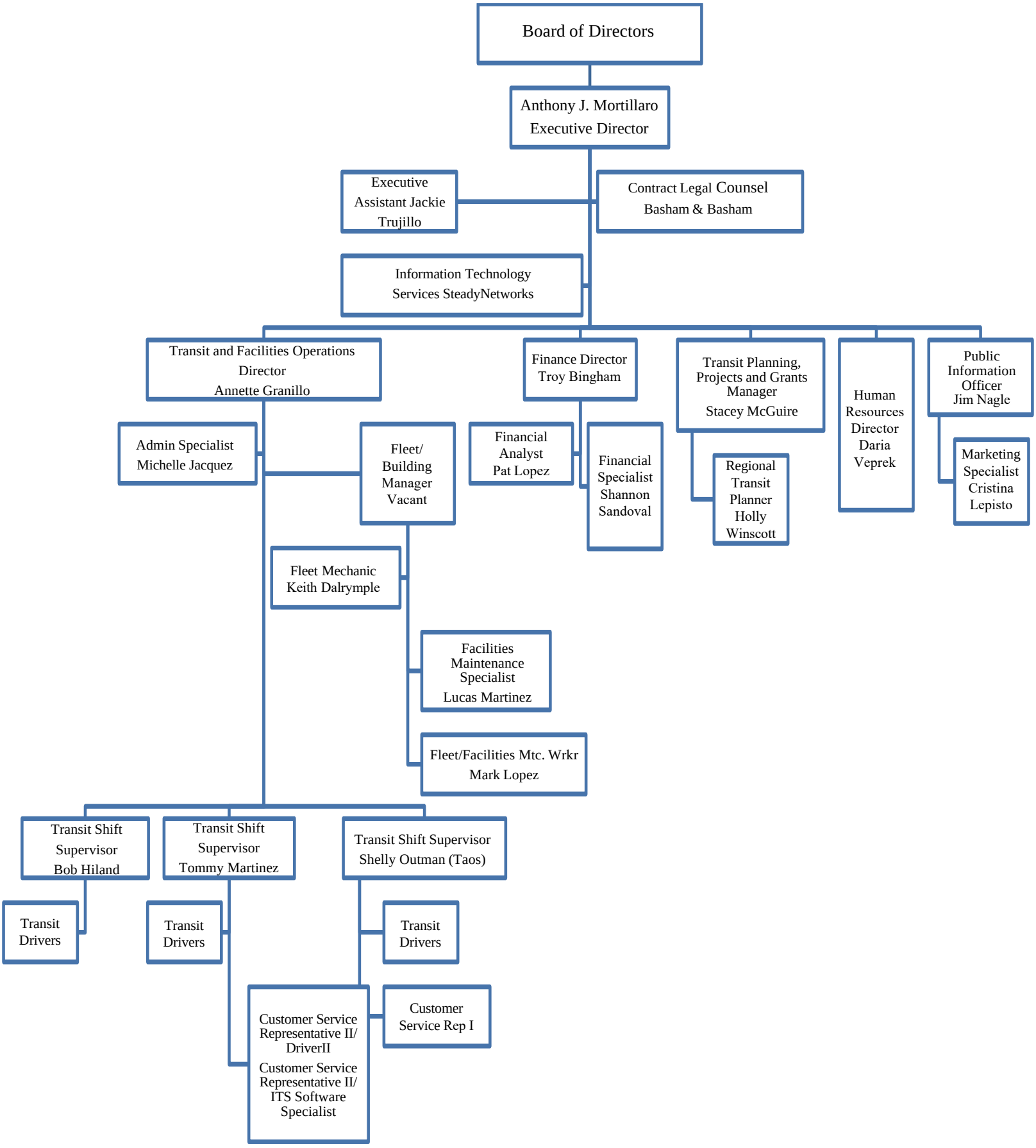
Neighborly
Communication
Respectful
Trustworthy
Dedicated

To accomplish our mission while living our values, we believe that the following **Professional Standards** are crucial for you to embody if we are going to be a match as employer and employee.

In addition to being competent in the responsibilities outlined in your job description, you have an important professional role to play in NCRTD. To fill that role, all employees are expected to practice the following attitudes and behaviors while at work.

- ✓ Remain a professional, balanced, respectful, problem-solver, even under stress or when out of your comfort zone.
- ✓ Demonstrate trustworthy behavior and speech (personal integrity and professional competence, do what you say you will do, be dependable, be accountable, act as a contributing member of our professional team).
- ✓ Show respect for coworkers and customers (be attentive, recognize others' contributions and concerns, maintain the dignity of all people, empathize, honor differences, build rapport when possible and forgiveness where necessary).
- ✓ Keep a positive, "can do" attitude toward tasks, coworkers, management and customers.
- ✓ Communicate coherently (listen to understand, speak to be understood, no blaming, ask questions).
- ✓ Demonstrate flexibility in the face of changes and new ideas (understand why changes are being made, ask questions about them when necessary, give them a chance and offer feedback where appropriate).
- ✓ Be a steward (1) of our organization's resources (avoid waste, suggest cost saving ideas, take care of things by keeping them clean and the area safe); and (2) of your personal career (identify one or two areas of growth, learning or certification to pursue every year).

ORGANIZATIONAL CHART


Board of Directors
Anthony J. Mortillaro
Executive Director
Executive Assistant Jackie Trujillo
Contract Legal Counsel Basham & Basham
Information Technology Services SteadyNetworks
Transit and Facilities Operations Director Annette Granillo
Finance Director Troy Bingham
Transit Planning, Projects and Grants Manager Stacey McGuire
Human Resources Director Daria Veprek
Public Information Officer Jim Nagle
Admin Specialist Michelle Jacquez
Fleet/ Building Manager Vacant
Financial Analyst Pat Lopez
Financial Specialist Shannon Sandoval
Regional Transit Planner Holly Winscott
Marketing Specialist Cristina Lepisto
Fleet Mechanic Keith Dalrymple
Facilities Maintenance Specialist Lucas Martinez
Fleet/Facilities Mtc. Wrkr Mark Lopez
Transit Shift Supervisor Bob Hiland
Transit Shift Supervisor Tommy Martinez
Transit Shift Supervisor Shelly Outman (Taos)
Transit Drivers
Transit Drivers
Transit Drivers
Customer Service Representative II/ DriverII
Customer Service Representative II/ ITS Software Specialist
Customer Service Rep I

STAFFING BY DEPARTMENT

	FY 2011		FY 2012		FY 2013		FY 2014		FY 2015		FY 2016		FY 2017	
Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)														
Executive Director	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Executive Assistant	1	1	1	1	1	1	1	1	1	1	1	1	1	1
File Clerk									0.25	1	0.3	1	0.3	1
Marketing Manager/PIO	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Marketing Specialist									1	1	1	1	1	1
Special Project Manager	1	1	1	1	1	0	0	0	0	0	0	0	0	0
Director of Human Resources/Risk and Safety	0	0	0	0	0	0	1	1	1	1	1	1	1	1
Transit Planning, Grants and Projects Manager	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Regional Transit Planner	0	0	0	0	0	0	0	0	0	0	0	0	1	1
TOTAL Positions	4	4	4	4	4	3	4	4	5.25	6	5.3	6	7.3	8

	FY11		FY12		FY13		FY14		FY15		FY16		FY17	
Finance	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)														
Finance Director									1	1	1	1	1	1
Finance Manager	1	1	1	1	1	1	1	1	0	0	0	0	0	0
Financial Analyst	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Financial Specialist	1	1	1	1	1	1	1	1	1	1	1	1	1	1
TOTAL Positions	3	3	3	3	3	3	3	3	3	3	3	3	3	3

	FY11		FY12		FY13		FY14		FY15		FY16		FY17	
Operations Admin	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)														
Director of Transit Operations and Facilities									1	1	1	1	1	1
Transit Operations Manager	1	1	1	1	1	1	1	1	0	0	0	0	0	0
Assistant Transit Operations Manager	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Administrative Specialist	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Service Development Manager (reclass 9/12)	1	1	1	1	1	0	0	0	0	0	0	0	0	0
Service Development, Projects , Grants Spec	0	0	0	0	0	1	1	1	1	1	0	0	0	0
Transit Planning, Grants and Projects Manager	0	0	0	0	0	0	0	0	0	0	1	1	0	0
Regional Transit Planner	0	0	0	0	0	0	0	0	0	0	1	1	0	0
TOTAL Positions	4	3	4	3	3	3	3	3	3	3	4	4	2	2

	FY11		FY12		FY13		FY14		FY15		FY16		FY17	
Operations Driver	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)														
Route Supervisors	2	2	2	2	2	2	2	2	2	2	3	3	3	3
Dispatchers	2	2	2	2	2	2	0	0	0	0	0	0	0	0
Dispatcher (non CDL)							1	1	0	0	0	0	0	0
Dispatcher (CDL)							1	1	0	0	0	0	0	0
Customer Service Representative I									1	1	1	1	1	1
Customer Service Representative II									0	0	1	1	1	1
Customer Service Representative II/Transit Software Specialist											1	1	1	1
Customer Service Representative III/Driver II											0	0	0	0
Driver 1 (Non CDL)	25	27	27	30	30	30	14	14	15	15	15	15	15	15
Driver 2 (CDL)							16	16	12	12	16.3	17	19.3	20
Driver 3 (CDL)							0	0	4	4	5	5	5	5
Permanent Part-Time (benefits)														
Drivers (CDL)				2	1	2	0	0	0	0	0.5	1	0.5	1
Driver (non CDL)							0.71	1	0	0	0	0	0	0
Part-Time (no benefits)														
Drivers	6	7	7	2	1	2	0	0	0	0	0	0	0	0
Drivers (CDL)	0	0	0	0	0	0	1	2	1	2	1	2	0.5	1
Temp Hours @ 4659 (800 per temp/posit.)	0	0	0	1.1	1.1	1	1.1	2.86	1.1	2.86	4.74	12.33	2.24	5.82
TOTAL Positions	35	38	38	39.1	37.1	39.0	36.8	39.86	37.1	39.86	48.54	58.33	48.54	53.82

	FY11		FY12		FY13		FY14		FY15		FY16		FY17	
Fleet/Building	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Permanent Full Time (benefits)														
Fleet/Facility Maintenance Manager	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Fleet Mechanic											1	1	1	1
Facility Maintenance Specialist	0	0	0	0	1	1	1	1	1	1	1	1	1	1
Custodian	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Facility Maintenance Worker (part time)	0	0	0	0	0	0	0	1	0.5	1	0	0	0	0
Facility Maintenance Worker (Full time)	0	0	0	0	0	0	0	0	0	0	1	1	1	1
TOTAL Positions	1	1	1	1	3	2	2.5	3	2.5	3	4	4	4	4

	FY11		FY12		FY13		FY14		FY15		FY16		FY17	
	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees	FTE	No. of Employees
Total Positions	**47**	**49**	**50**	**50.1**	**50.1**	**50**	**49.3**	**52.86**	**50.85**	**54.86**	**64.84**	**75.33**	**64.84**	**70.82**

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DEPARTMENT BUDGETS

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Executive Director

Administration

2017 OPERATING BUDGET SUMMARY
Entity Code = 200 - Executive Director's Office

Anthony J. Mortillaro, Executive Director

The Executive Office is resposible for the leadership and management of the District in support of the goals and objectives of the Board of Directors. Primary duties include the develpment of program and policy alternatives for consideration by the Board, leadership, administration, management of staff activities, project planning, implementation and completetion, providing an environment for growth and devleopment of staff, maintaining effective internal and external District communications, and promoting the understanding and importance of transit needs.

In additon, the Executive Office oversees functional units that provide critical support services that enable District operational departments to meet the mission and goals of the District; legal counsel, human resources, labor relations, public information, planning and information technology.

Lastly, the Executive Office provides the coordination and support for all activities and functions of the Board of Directors. This office is responsible for producing and coordinating accurate, timely material for an orderly decision-making process. This includes planning and organizing efficient Board and committee meetings, documenting and keeping accurate records of all Board actions and policies, and assisting the Board of Directors in maintaining effective community relations with other officials, agencies, and constituents.

Department Priorities for 2017

- Improve operational performance and efficiency, including maximizing service life of fleet and facilities and achieve sustainability
- Implement Intelligent Transportation System tools to enhance service delivery and operations
- Coordinate with counties, cities, pueblos and state on land use planning and review and explore partnering opportunities
- Aggressively pursue federal and state funding for regional transit improvements
- Maintain a positive work environment to be a regional employer of choice as evidenced by decreased absences, decreased turnover, increased tenure, increased employment applicants
- Continue to enhance reliability, safety and secuirty, including cyber and physical security issues
- Maintain assets and State of Good Repair
- Complete capital acquisitions and system upgrades on selected system infrastructure elements to assure maximum operational efficiency and on-time service delivery
- Plan for election to remove sunset clause from Transit GRT tax
- Implement Long Range Strategic Plan
- Complete merger study with City of Santa Fe and implement recommendations
- Address issues based upon ridership survey
- Orientation of newly appointed Board Members

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**297,409**	**219,243**	**245,493**	**228,108**	**225,485**
Contractual Services	262,867	155,784	240,603	269,198	297,823
Contractual Services - Other	-				-
Total Contractual Services	**262,867**	**155,784**	**240,603**	**269,198**	**297,823**
Internet Service	974	423	400	500	393
Postage	424	301	400	400	310
Telephone	2,143	1,194	1,050	1,299	1,472
Cell Phone	1,415	851	624	1,285	1,186
Advertising	61,445	-			-
Advertising-Other	8,990	-			-
IT Hardware/Software Support			3,000	3,000	-
Promotional		-			-
Dues and Subscriptions	7,867	10,295	7,565	9,518	7,615
Equipment				1,840	-
Equipment Repair & Maintenance			1,800	1,800	1,800
Building Maintenance	348				-
Utilities					-
Printing	8,779	350	500	1,180	2,500
Equipment Machine Copies		-			-
Supplies	206				-
Office Supplies	7,191	3,612	3,900	4,500	4,241
Furniture & Equipment under 5K	9,806	1,048	980	641	1,000
Training/Registration Fees	599	2,699	4,224	1,139	4,229
Mileage	2,903	404	800	79	720
Transit/ Rental/Air Fare	2,421	2,157	4,000	521	3,700
Per Diem/Travel Meals	1,367	969	1,560	537	1,200
Registration Fees	2,642	-		-	-
Lodging	5,258	4,191	7,100	3,146	5,970
Meals & Meeting Expenses	2,367	3,161	3,100	2,408	3,700
Misc Expenses	226		2,500		4,000
Computers	1,340		1,500		1,500
Equipment Repair & Maintenance	248				-
Benches and Signage		-			-
Total Other Operating Expenses	**128,956**	**31,655**	**45,003**	**33,793**	**45,536**
TOTAL EXPENDITURES	**689,232**	**406,682**	**531,099**	**531,099**	**568,844**

FY2016 Highlights

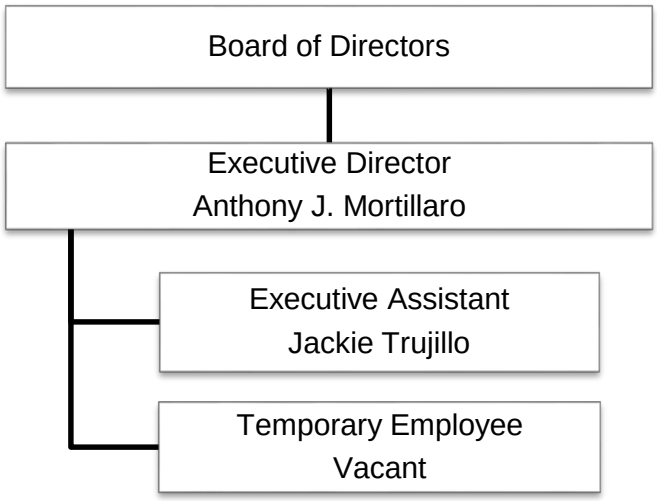
- Issued RFP for City of Santa Fe merger into the NCRTD
- Continued integration of Service Excellence and Customer First programs
- Launched ITS System "Blue Bus Tracker"
- Added Town of Taos as new member and conducted orientations of new Board Members
- Implemented the acquisition of the Town of Taos "Chili Line"
- Launched the OpenGov portal for financial transparency
- System wide assessment for ADA Compliance Plan was completed
- Completed Long Range Strategic Plan
- Continued refinement of Long Range Financial Strategic Plan
- Continued fleet acquisition and upgrade

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Board/Subcommitte Packets	128	134	98	120
Budget variance on overall expenses	-5.27%	-18.23%	-7.28%	0.00%
Revenue variance on overall revenues	+3.73%	+10.73%	+4.06%	>3.00%
Degree that reserve funds meet or exceed 25% standard	199.10%	238.34%	216.43%	183.89%
Increase in overall ridership	881,735	839,364	850,320	867,326

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Executive Director	1	1	1	1
Executive Assistant	1	1	1	1
Temporary Employee		0.3	0.3	0.3
Total	**2**	**2.3**	**2.3**	**2.3**


Board of Directors
Executive Director
Anthony J. Mortillaro
Executive Assistant
Jackie Trujillo
Temporary Employee
Vacant

Public Information

Administration

2017 OPERATING BUDGET SUMMARY
Entity Code = 210 - Public Information

Jim Nagle, Public Information Officer

The public information office provides a variety of complex professional, technical and administrative duties related to promoting media relations, employee communications, and community relations to enhance public awareness of NCRTD operations, services and programs. The department plans, organizes and coordinates a variety of marketing activities which involves the development and design of promotional and informational and educational materials, and provides oversight of the social media activities. It also oversees, organizes and manages the activities of the Public Information, Community Relations and Marketing Division. Acts as the NCRTD spokespersons. The advertising program consists of print radio, digital and billboard media.

Department Priorities for 2017

- Utilize expanded public outreach to promote the NCRTD and increase ridership, rider experience and customer service. Work with visitor centers, chambers of commerce, senior centers, veterans facilities and spend more time with them and talking about the services we provide
- Develop marketing programs to assist in building ridership by 2 percent
- Through analysis of the 2016 rider survey to identify problems and shortcomings in public information and work to rectify them
- Ensure that the alert and public information system offered through our recently launched Intelligent Transportation System (ITS) are implemented by 9/1/16
- Work to raise awareness of the summer service of the Mountain Trail route during its trial phase and successfully promote the expanded service to Taos Ski Valley this coming winter
- Promote improved accessibility of stops, facilities and vehicles as we work to bring the District up to ADA compliance
- Utilize expanded social media to raise District profile and awareness, and to promote a positive image throughout our communities

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**-**	**139,321**	**156,432**	**113,680**	**153,515**
Contractual Services			15,500	15,500	-
Contractual Services - Other		16,050			-
Total Contractual Services	**-**	**16,050**	**15,500**	**15,500**	**-**
Internet Service		423	400	400	393
Postage		156	400	400	400
Telephone		882	1,152	1,228	1,472
Cell Phone		735	742	681	1,186
Advertising		65,414	87,342	87,342	87,860
Advertising-Other		333		968	-
IT Hardware/Software Support			2,110	1,191	5,700
Promotional		1,232		324	2,500
Dues and Subscriptions		1,530	4,000	4,384	2,535
Equipment Rental		-	1,950	-	-
Utilities					-
Printing		3,991	10,000	5,691	9,000
Equipment Machine Copies				24	-
Office Supplies		441	500	600	500
Furniture & Equipment under 5K		2,075			-
Training/Registration Fees		249	1,850	1,850	2,150
Mileage		376	940	940	760
Transit/ Rental/Air Fare		393	700	700	1,000
Per Diem/Travel Meals		236	420	420	600
Registration Fees		-			-
Lodging		702	1,600	1,600	2,200
Meals & Meeting Expenses		3,103		84	-
Painting				6,542	-
Computers		-			-
Total Other Operating Expenditures	**-**	**82,272**	**114,106**	**115,369**	**118,256**
TOTAL EXPENDITURES	**-**	**237,643**	**286,038**	**244,549**	**271,771**

FY2016 Highlights

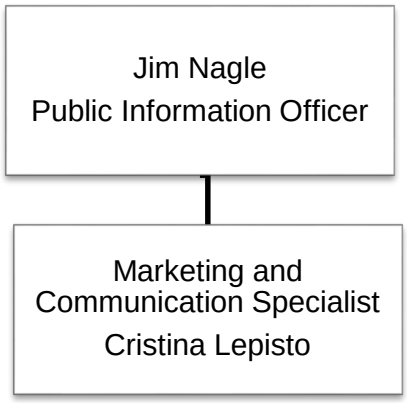
- Planned, coordinated and implemented the branding and roll out of several new high profile routes and services: Mountain Trail, RTD Chile Line and Chile Ride, Taos Ski Valley and La Cienega/Las Golondranis routes
- Planned and managed the updated 2016 rider survey to gauge rider satisfaction
- Increase ridership lost as a result of lower gas prices and rollout of expanded routes and services. The District was among a handful of rural transit providers seeing a large percentage of increased ridership in calendar year 2015
- Wrote and oversaw the design and production of the FY2015 Annual Report and worked to make it an improved and more attractive piece than in previous years
- Worked with the local media to develop more positive stories and features on the District to improve the prospects of attracting choice riders
- Further developed relationships with the national trade press which led to a cover story and photo in Passenger Transport the magazine of the American Passenger Transportation Association
- Rolled out our first bus stop sponsorship program for the RTD Mountain Trail route which provided hotels and businesses in the downtown Santa Fe area with signage at some of our most high-profile bus stop

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Advertising Impressions	-	-	-	2,100,000
# of Social Media Followers	-	-	350	500
# of Website Visitors	-	44,086	69,393	72,000
# Bus Stop QR Code Scans	-	186	1,551	1,700

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Public Information Officer	1	1	1	1
Marketing and Communications Specialist	1	1	1	1
Total	**2**	**2**	**2**	**2**


Jim Nagle
Public Information Officer
Marketing and Communication Specialist
Cristina Lepisto

Finance

Administration

2017 OPERATING BUDGET SUMMARY
Entity Code = 220 - Finance

Troy Bingham, Finance Director

The mission of the finance department is to contribute to the organizational success by managing the financial resources of the District efficiently and in strict compliance with government regulations, generally accepted financial management principles and District's policies and by providing timely delivery of administrative services to internal and external customers. We accomplish our mission by maintaining accurate and timely accounting records of the District, process accurate voucher and payroll checks for both our internal and external customers, and develop, monitor, and maintain an effective internal control system that safeguards the District's financial assets. We also serve as the chief procurement officer of the District, assist with Information Technology projects, and coordinate the Risk Management functions as assigned.

Department Priorities for 2017

- Assist in the implementation of transit asset management and maintenance plan by integrating financial data where needed
- Explore financial aspects of operating transportation services for Area on Aging/Medicaid for underserved elderly pockets of the population in our service area with the new 5310 program.
- Continue FY2015 CAFR Award in FY2017
- Develop FY2017 Budget to assure all GFOA Budget Award criteria are covered throughout the process and budget information and formatting meets criteria
- Strategically develop in house RFP/IFB's or multiple quotes for the following contracts
    - Uniforms
    - Bus Shelters
- Explore new Financial System options by looking to other transit entities and look at chart of account changes to streamline information and allow end users to better understand the accounting for their transactions
- Provide attrition reporting to Human Resources annually to identify trends and effects of new programs
- Provide Finance staff the time necessary to participate in employee retention activities
- Provide opportunities for job growth from other department employees by providing basic job responsibilities in Finance for interning employees
- Provide Finance staff for travel training if necessary
- Provide timely payment solution for buses awaiting payment at time of delivery or strategically develop in house RFP/IFB's or multiple quotes for the following contracts
    - Vehicle Maintenance
    - Bus Wrapping/Advertising
- Complete Phase III Transportation Alternative Program by 6/30/2017

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**243,886**	**233,005**	**293,743**	**283,190**	**307,260**
Contractual Services	1,638		1,500	1,500	-
Audit	23,219	23,433	27,000	27,000	25,000
Total Contractual Services	**24,857**	**23,433**	**28,500**	**28,500**	**25,000**
Bank Service Charges		295	900	900	1,800
Penalties/Interest		43	500	500	-
Internet Service	714	846	800	600	589
Postage	372	411	700	658	700
Telephone	2,143	1,943	2,112	2,257	2,207
Advertising		44			-
Advertising-Other	-	70		202	680
IT Hardware/Software Support	6,851	7,469	9,600	9,600	8,200
Dues and Subscriptions	730	4,037	4,010	4,524	4,010
Utilities					-
Printing	898	681	1,000	2,686	2,000
Supplies	389				-
Office Supplies	2,066	2,722	2,000	1,600	1,000
Furniture & Equipment under 5K	1,548	575	1,000	1,000	1,000
Training/Registration Fees	1,545	1,194	4,320	4,320	3,210
Mileage	1,442	2,648	1,005	1,505	960
Transit/ Rental/Air Fare	72	3,405	1,150	1,150	1,400
Per Diem/Travel Meals	573	434	1,550	1,550	1,322
Registration Fees	780	-			-
Lodging	1,299	1,928	3,610	3,610	3,080
Meals & Meeting Expenses	221	-		110	200
Misc Expenses		233	300	49	300
Computers			1,500	1,500	
Total Other Operating Expenditures	**21,641**	**28,979**	**36,057**	**38,321**	**32,658**
TOTAL EXPENDITURES	**290,384**	**285,417**	**358,300**	**350,011**	**364,918**

FY2016 Highlights

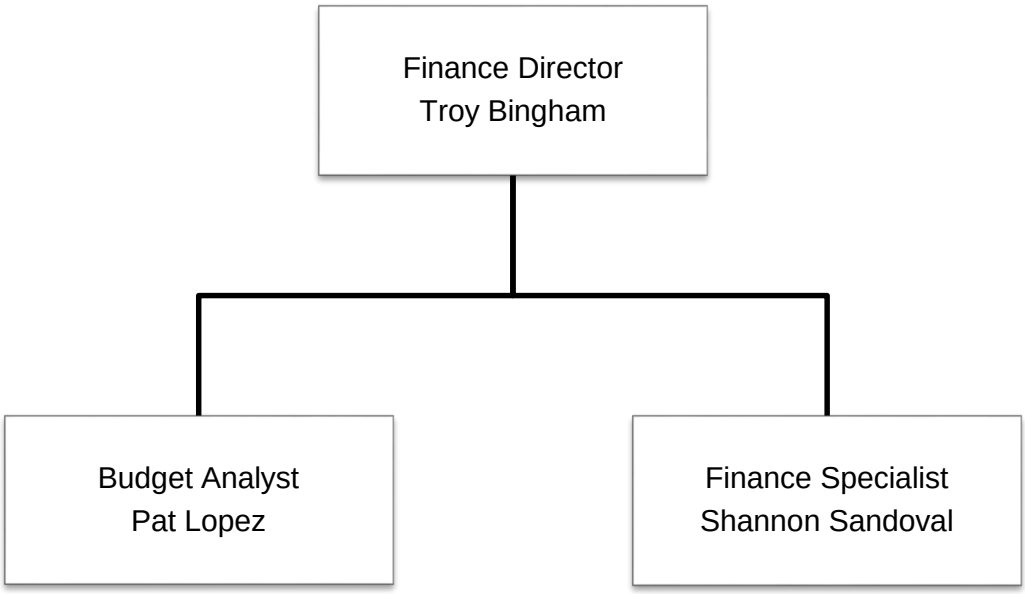
- Investment policy is implemented, reports are generated in a timely manner and investment benchmarks are met.
- Annual Audit is submitted on time and audits are free from management findings. The CAFR was submitted to GFOA for award consideration on time.
- Review existing cash handling practices for Demand Response Service and new fare premium service routes with Transit staff to ensure double custody and joint agreement.
- Developed budget calendar, distribute new forms per GFOA requirements. Planning to submit annual budget to GFOA for award consideration by July 2016.
- New policies developed for the procurement cards and PO process was improved to the reflect the procurement policy guidelines
- The OpenGov and CAFR are available online for public consumption.
- Attend multiple trainings including FTA, NMDOT, OSA, and TrAMS online trainings for professional development.
- Provided small purchasing guidance to departments for clarifications of revised procurement rules and regulations shortly after starting.
- Prepare RFPs for Audit and On-call Engineering

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Invoices Paid	1,191	1,239	1,484	1,528
# of Employee Paychecks Processed	1,330	1,366	1,657	1,657
# of Purchase Orders/Change Orders	511	372	240	300
# of Risk Management Cases	-	-	30	28

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Finance Director	1	1	1	1
Budget Analyst	1	1	1	1
Finance Specialist	1	1	1	1
Total	**3**	**3**	**3**	**3**


Finance Director
Troy Bingham
Budget Analyst
Pat Lopez
Finance Specialist
Shannon Sandoval

Human Resources Department

Administration

2017 OPERATING BUDGET SUMMARY
Entity Code = 230 - Human Resources

Daria Veprek, Human Resources Director Director

The mission of the Human Resources division is to support NCRTD's strategic plan through a meaningful contribution to initiatives and processes within the organization.

We accomplish our mission by:

- Understanding vital aspects of the business.
- Providing service and support to the organization's stakeholders.
- Demonstrating technical expertise in NCRTD's business reality and modern practice of Human Resources.
- Integrating core values, integrity, and accountability throughout all organizational and business practices.

Department Priorities for 2017

- Develop a desk manual for the HR Administration Program.
- Review the exit interview process for development of a strategy to minimize turnover.
- Adoption of a computerized Performance Management System. Train and support Supervisors for an effective implementation.
- Support our 2016 EEO goals; expand outreach efforts to reach diverse groups.
- Cohesion in employee engagement efforts at all locations: Espanola, Taos and Santa Fe.
- Transition to a Coaching Culture reflected by a decrease in formal discipline and increase in performance scores.
- Meaninngful recognition: Address obstacles found in the Fun Committee/empathy discussions.
- Identify training needs at all levels of the organization. Develop a supervisory training program.
- Develop HR Performance measures and scoreboard to ensure internal and external alignment and effectiveness to the organizational

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	-	**393**	**112,544**	**79,376**	**104,825**
Contractual Services	-	10,959	49,700	18,767	4,000
Contractual Services - Other				30,933	-
Total Contractual Services	-	**10,959**	**49,700**	**49,700**	**4,000**
					-
Internet Service			400	150	196
Postage			400	400	400
Telephone			1,050	202	736
Advertising		-			-
Advertising-Other		18,021	13,500	9,694	5,000
IT Hardware/Software Support				27	-
Promotional		1,173	3,000	2,676	3,000
Health/Wellness		150	4,500	700	4,500
Dues and Subscriptions			190	1,520	-
Equipment				9	-
Computer Repair and Maintenance			500	500	250
General and Employee Insurance					27,881
Civil Rights					3,310
Utilities					-
Printing			500	227	500
Office Supplies		1,106	500	546	1,000
Training/Registration Fees		1,872	3,025	3,025	2,805
Mileage			280	280	420
Per Diem/Travel Meals			700	700	874
Registration Fees					-
Lodging			280	342	1,750
Meals & Meeting Expenses		141		419	-
Total Other Operating Expenditures	-	**22,463**	**28,825**	**21,417**	**52,622**
TOTAL EXPENDITURES	-	**33,815**	**191,069**	**150,493**	**161,447**

FY2016 Highlights

- Migrated Worker's Compensation administration to Human Resources.
- Completed an I-9 Audit.
- Revised current Attendance/Tardiness Policy.
- Designed a Fun Committe Program and the monthly and annual employee calendar of events.
- Introduced a new Above and Beyond and Employee of the Quarter nomination process: Thank You Card.
- Incorporated new interviewing and selection practices: behavioral assessment.
- Implemented a new background and reference check process utilizing Hireright.
- Expanded outreach efforts to reach diverse groups and minimize cost per hire through the use of social media as a sourcing tool.
- Finalized draft of EEOC plan and utilization analysis. Defined EEO goals based on findings.
- Revised Title VI Program to address new structure requirements.
- Incorporate Applicant Self-Identification EEO forms to current employment application form.
- Revised the Orientation and Onboarding process to improve retention:
    - Incorporated new training modules: Excellence/Customer Service, Bloodborne, Harrassment and Diversity training.
    - Created Power Point Presentation following a modern structure designed to encourage participation.
    - Designed the Welcome to our newest colleagues internal announcement for acknowlegedment of our new colleagues
- Updated internal Federal and State mandatory postings and NCRTD's annual mandated reports such as: EEO1, Vets-4212, OSHA Log-300
- Worked to redefine our employment brand and value proposition:
    - Created an NCRTD benefits overview packet.
    - Researched and incorporated new benefits: FamilyWize, WorkingAdvantage, Staywell Clinic.
- Created a new hire checklist for the efficient administration of the new hire process and for the effective administration of personnel files.

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Turnover Rate	-	21%	10%	7%
Recruitment: Cost per Hire		$323	$162	<$100
# of Worker's Comp Claims(OSHA Non Recordable)		3	2	1

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Human Resources Director			1	1
Total	**-**	**-**	**1**	**1**

Executive Director
Anthony J. Mortillaro
Human Resources Director
Daria Veprek

Planning and Grants Management

Administration

2017 OPERATING BUDGET SUMMARY
Entity Code = 240 - Planning and Grants Management

Stacey McGuire, Planning, Projects & Grants Manager

The mission of the Planning and Grants Management division is to contribute to the organizational success by overseeing service planning, managing projects, and coordinating the grants processes of the District efficiently and in strict compliance with government regulations, generally accepted transit planning and management principles and District's policies and by providing timely delivery of administrative and service development services to internal and external customers. We accomplish our mission by proactively managing existing transit services and assessing future service requests made of the District; through ongoing administration of grant awards and funding allocations while researching and identifying alternate potential funding sources and pursuing where applicable; and through active management of systemwide transit projects. We also serve as the Tribal transit liaison for the District, oversee the Intelligent Transportation System (ITS) project, assisting Finance in procurement process and coordinating interdepartmentally as required.

Department Priorities for 2017

- Oversee the continued implementation of Intelligent Transportation System (ITS) and management of ongoing periodic system and route modifications, including service changes, analysis reports, general transit feed specification (gtfs) data entry, and duties as required
- Collaborate with community and social service agencies to improve transit options for elderly, disabled, veteran and vulnerable segments of the public; continue to grow our 5310 elderly and disabled transit program
- Continued oversight of the multi-phased ADA Transition Plan, including funding identification/research, final design, construction management coordination; coordinate outstanding facility incorporation into Plan; ongoing coordination with NMDOT, FTA, FHWA
- Assist Finance throughout the procurement process and contribute to RFP/RFQ/IFB documents and evaluation processes as required
- Ongoing coordination with counties, towns, Tribes and State on land-use planning and review collaborative funding opportunities

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**-**	**-**			**164,023**
Contractual Services					10,000
Total Contractual Services	**-**	**-**			**10,000**
Internet Service					417
Postage					200
Telephone					1,200
Cell Phone					816
Advertising-Other					1,500
IT Hardware/Software Support					10,000
Equipment					700
Printing					1,000
Supplies					500
Furniture & Equipment under 5K					800
Training/Registration fees					3,295
Mileage					450
Transit/ Rental/Air Fare					1,800
Per Diem/Travel Meals					660
Lodging					3,000
Meals & Meeting Expenses					700
Misc Expenses					2,000
Computers					-
Total Other Operating Expenditures	**-**	**-**			**29,038**
TOTAL EXPENDITURES	**-**	**-**			**203,061**

FY2016 Highlights

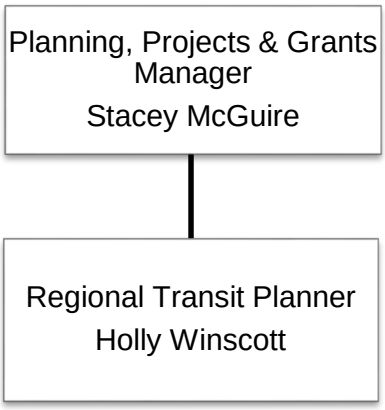
- Intelligent Transportation System (ITS) implementation, data entry management, coordination with Operations to roll out technologies and provide trainings
- Systemwide route modifications rolled out, 6 month assessment performed with results provided to Board
- ADA Transition Plan- ongoing funding identification; bus stop prioritization, design and project management coordination and oversight
- Involved in Town of Taos Chile Line transit system consolidation negotiation, participated in asset inventory, provided transit planning and service assessments
- Mountain Trail pilot route- route and stop creation; service coordination with other transit providers; ongoing coordination of multi-agency private/public collaboration with various federal, state, local and Tribal entities as well as private partners
- Advocated for additional staff as service demands increase as system continues to grow; participated in hiring process for regional planner position; manage growing division
- Long Range Plan creation involvement, feedback and review provided, contributed content
- Managed in-field facilities implementation to include bus stop placements, right-of-way work with NMDOT and local entities
- Represent NCRTD and advocate for public transit at NPRTPO, SFMPO, various governmental agencies
- Assist Marketing Department in community outreach, advocate for public transit at community events and meetings

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Grants Applied For	-	-	12	13
% of ITS Utilized	-	-	40	85
% of 5 Year Service Plan Route Modifications Implemented	-	-	80	90

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Planning Projects & Grants Manager	-	-	1	1
Regional Transit Planner	-	-	1	1
Total	**-**	**-**	**2**	**2**


Planning, Projects & Grants Manager
Stacey McGuire
Regional Transit Planner
Holly Winscott

Operations Administration

2017 OPERATING BUDGET SUMMARY
Entity Code = 300 - Operations Administration

Annette Granillo, Operations & Maintenance Director

Our mission is to support the operations sections of the North Central Regional Transit District in providing safe, secure and effective public transportation within North Central New Mexico in order to enhance the quality of life of our citizens by providing mobility options and to spur economic opportunity throughout the region. We accomplish our mission by assuring all customer service employees are well trained, information is readily available and easy to understand. Policy and procedures are adhered to and assures the customer utilizing the system a safe, well maintained, clean vehicle along with a courteous and knowledgeable and dependable operator.

Department Priorities for 2017

- Process, verify and complete payroll process every week with minimal delays and verification of all overtime assignments and leave requests.
- Collect, verify and prepare monthly ridership reports and performance measures for the monthly board meeting.
- Assist in providing customer service to the public which includes route information and trip planning, entering trip requests for demand and paratransit services into computerized system.
- Monitor and prepare monthly fuel usage for revenue and support vehicles on a monthly basis.
- Identify, coordinate or administer required quarterly and new hire driver training.
- Administer FTA required Drug and Alcohol Program.
- Prepare and administer bi-yearly driver shift bids
- Prepare and process all invoices for driver, fleet and facilities maintenance sections.

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**243,756**	**232,155**	**344,563**	**327,348**	**198,760**
Internet Service	867	846	780	950	589
Postage	259	329	400	400	400
Telephone	2,160	1,943	2,100	2,455	1,472
Cell Phone	997	774	624	749	936
Advertising-Other				48	-
IT Hardware/Software Support			24,075	36,587	91,618
Dues and Subscriptions				719	-
Equipment				2,686	500
Building Maintenance	16		700		-
General and Employee Liability					-
Utilities					-
Physicals				177	200
Printing	1,719	904	1,200	1,730	2,000
Supplies	206	-			-
Office Supplies	932	2,426	1,400	2,080	1,000
Furniture & Equipment under 5K	7,598				1,000
Training/Registration Fees	369	1,598	1,095	1,095	1,750
Mileage	840	1,683	650	1,620	845
Transit/ Rental/Air Fare	989	1,285	1,200	1,200	800
Per Diem/Travel Meals	622	793	950	950	718
Registration Fees	100	-			-
Lodging	1,338	1,839	1,600	1,600	1,560
Meals & Meeting Expenses	43	354	250	449	500
Misc Expenses	31		15,256	15,256	-
Fuel		29			-
Replacement Parts		-			-
Computers	4,217		1,550	293	-
Total Other Operating Expenditures	**23,302**	**14,804**	**53,830**	**71,045**	**105,888**
TOTAL EXPENDITURES	**267,058**	**246,959**	**398,393**	**398,393**	**304,648**

FY2016 Highlights

- Met with Finance to research payroll and timecard issues
- New Operations Manager, Annette Granillo, started April 3, 2016

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of Policy/Procedures developed and/or modified	-	-	-	10
# of invoices processed	1,039	1,023	1,109	1,143
# of random/post accident/pre-employment/suspicion Drug & Alcohol tests performed	43	33	43	50

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Operations & Maintenance Director	1	1	1	1
Administrative Specialist	1	1	1	1
Transit Planning, Grants and Projects Manager	1	1	1	-
Regional Transit Planner		-	1	-
Total	**3**	**3**	**4**	**2**

Operations & Maintenance Director
Annette Granillo
Administrative Specialist
Michelle Jaquez

Operations-Drivers

2017 OPERATING BUDGET SUMMARY
Entity Code = 350 - Drivers

Annette Granillo, Transit Operation Director

Our department provides the driving functions of the North Central Regional Transit District by providing safe, secure and effective public transportaion within the four counties we serve including charter services to member localities. We have three centers of operations which are in Española, Taos, and Santa Fe, along with offsite locations in Chama, Peñasco, Edgewood, and Questa. We predominately offer paratransit, demand and fixed route services starting at 5am to 8pm, Monday through Friday (excluding holidays) but do offer specific routes like Taos Express, Mountain Trail, and Taos Ski Valley routes on the weekends.

Department Priorities for 2017

- Maximize the use of ITS system to monitor and track route and driver performance, make modification to improve on-time performance and efficiencies to the system with a system standard of 90% on-time performance.
- Complete installation of ITS system for Chili Line Taos section to include training of all Taos employees by January 31, 2017.
- Mitigate vehicle and Worker's Compensation accidents by 15% system wide.
- Implement Sustainability Plan and alternative fuels analysis recommendations for green transit vehicles by May 1, 2017.
- Complete and implement driver handbook to include all policies and procedures for all sections of operations by February 28, 2017.
- Assure all employees have performed self-evaluations and supervisory staff perform evaluation 90% on-time in Performance Pro software system.

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**1,462,180**	**1,530,821**	**2,640,687**	**2,433,588**	**2,288,432**
Internet Service	1,116	1,807	1,060	2,176	1,571
Postage	349	425	500	500	500
Telephone	2,910	2,623	2,900	6,742	4,415
Cell Phone	1,122	1,461	1,400	3,583	3,558
Advertising-Other	-				
IT Hardware/Software Support				148	3,525
Dues and Subscriptions				710	
Equipment				1,466	1,000
General and Employee Liability	10,775	11,000	9,225	9,225	
Utilities					1,080
Uniforms		12,120	7,500	7,828	7,000
Physicals	2,860	2,271	3,400	2,523	3,500
Printing	1,195	2,170	1,500	2,100	1,500
Equipment Machine Copies	13			13	
Supplies	231				
Office Supplies	2,402	2,090	750	2,738	2,500
Furniture & Equipment under 5K	766	1,258	500	1,000	
Training/Registration Fees	675	100	5,485	5,485	2,750
Mileage	370	485	200	249	960
Transit/ Rental/Air Fare	1,822		1,300	1,300	400
Per Diem/Travel Meals	894	605	2,300	2,300	1,094
Registration Fees	2,114				
Lodging	2,269	495	800	800	3,400
Meals & Meeting Expenses		553	500	500	
Misc Expenses	9	-	5,000	5,000	
Fuel		1,388			
Shop Supplies	48	16		-	
Oil and Lubricants				-	
Replacement Parts				-	
Computers		-	1,050		900
Drug and Alcohol Testing		-			
Shop Supplies		-			
Total Other Operating Expenditures	**31,940**	**40,870**	**45,370**	**56,385**	**39,653**
TOTAL EXPENDITURES	**1,494,119**	**1,571,691**	**2,686,057**	**2,489,973**	**2,328,085**

FY2016 Highlights

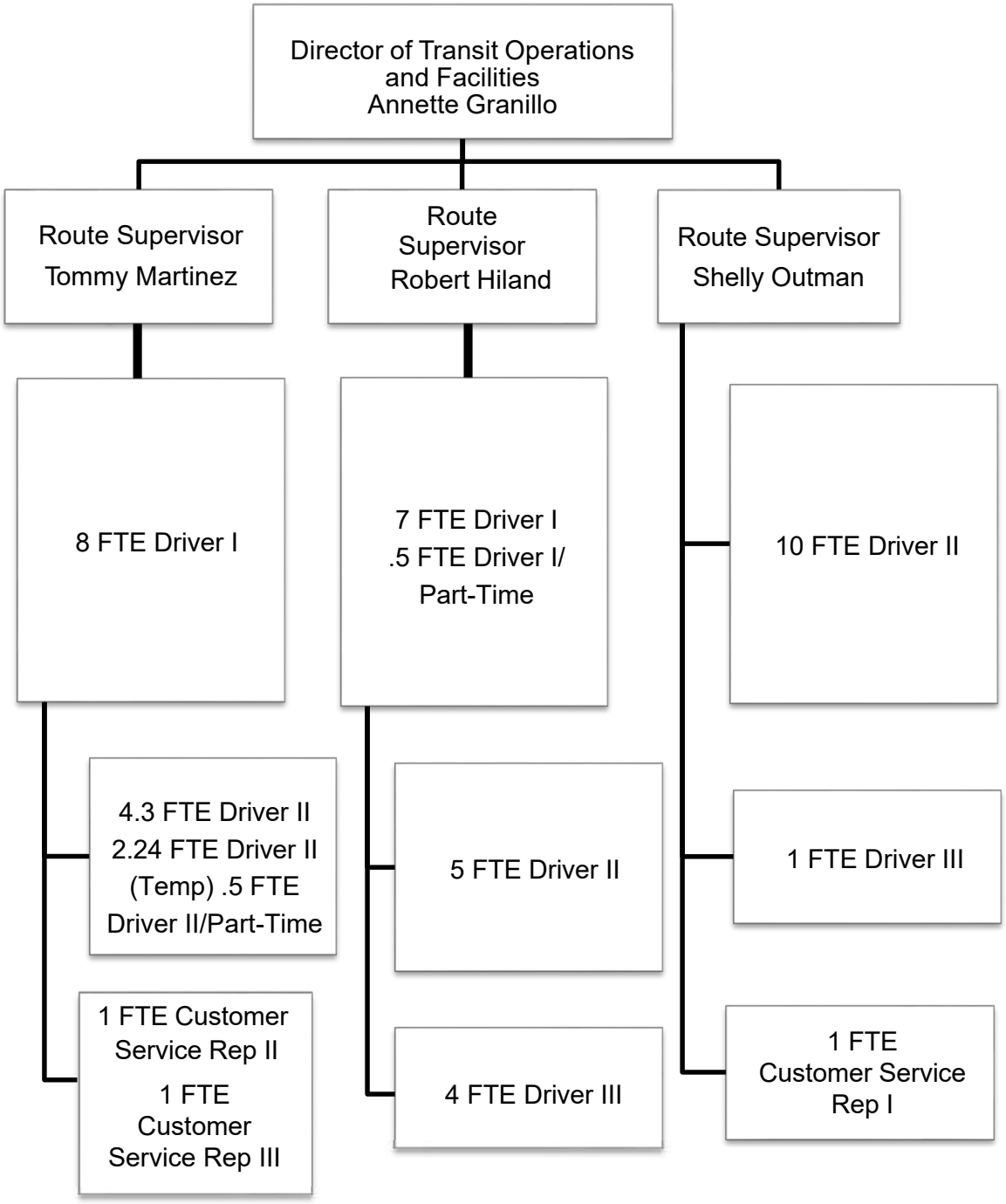
- Pilot project of Santa Fe Ski- Mountain trail successful with 4,548 passengers for a 7-month period
- Pilot project started for La Cienega community south of Santa Fe
- Begin Taos Chili Line Service under NCRTD conversion from fare to no fare base
- Enhanced Taos Ski Valley service under NCRTD
- Alter Pojoaque service from fixed route service to demand service providing greater efficiency of NCRTD capital

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of NCRTD Riders	209,750	184,067	261,487	266,717
Average cost per trip	12.63	15.27	14.56	15.00
# of complaints as % of total ridership	0.04%	0.03%	0.02%	0.01%

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Route Supervisors	2	2	3	3
Customer Service Rep. I			1	1
Customer Service Rep. II Software Spec.	1	1	1	1
Customer Service Rep II	1	1	1	1
Driver I (Non CDL)	14	15	15	15
Driver II (CDL)	16	12	16.3	19.3
Driver III (CDL)	-	4	5	5
Part Time Driver with Benefits (CDL)	0.7	-	0.5	0.5
Part Time Driver without Benefits (CDL)	1	1	1	0.5
Temp Drivers	1.1	1.1	4.74	2.24
Total	**36.8**	**37.1**	**48.54**	**48.54**


Director of Transit Operations and Facilities Annette Granillo
Route Supervisor Tommy Martinez
Route Supervisor Robert Hiland
Route Supervisor Shelly Outman
8 FTE Driver I
7 FTE Driver I
.5 FTE Driver I/ Part-Time
10 FTE Driver II
4.3 FTE Driver II
2.24 FTE Driver II
(Temp) .5 FTE Driver II/Part-Time
5 FTE Driver II
1 FTE Driver III
1 FTE Customer Service Rep II
1 FTE Customer Service Rep III
4 FTE Driver III
1 FTE Customer Service Rep I

Fleet

Operations

2017 OPERATING BUDGET SUMMARY
Entity Code = 400 Fleet

Annette Granillo, Operations & Maintenance Director

The Fleet section is responsible for overseeing all maintenance activities for transit fleet vehicles, including the procurement, servicing, maintenance and repairs.

This includes safety inspections of all new and existing vehicles to ensure they are in compliance with established laws, regulations and policies. This section is charged with direct overview of contractor performed repairs to assure they are performed correctly and as timely as possible. Responsible to assure

Department Priorities for 2017

- Follow the Fleet Maintenance Plan to improve fleet reliability by consistent PM services of 95% on time.
- Update Capital Replacement and Asset Management Plan by July 31, 2016.
- Hire and train new Fleet and Facilities Manager
- Receive two alternative vehicles (CNG) & (LNG) and review performance for sustainability of future use.
- Install all hardware for Taos Chili Line Avail dispatching, eligibility and monitoring system. This will include hard wire and annunciation system.
- Review and update fleet replacement schedule by September 30, 2016.
- Acquisition of fleet maintenance software

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**126,964**	**135,779**	**226,071**	**229,146**	**156,642**
Contractual Services - Other		212	38,300	6,542	-
Janitor	23,690	23,707	24,000	24,000	
Total Contractual Services	**23,690**	**23,919**	**62,300**	**30,542**	**-**
Internet Service	549	550	600	700	600
Postage	168	205	200	242	150
Telephone	1,398	1,308	1,375	1,593	1,200
Cell Phone	1,062	714	1,212	4,078	7,428
Advertising	270	-			
IT Hardware/Software Support			8,000	8,000	8,000
Dues and Subscriptions		99		285	
Equipment	785	1,942		8,166	4,000
Equipment Rental	1,725		1,000	8,969	4,422
Building Maintenance	8,337	16,283	15,000	15,000	
Maintenance Machinery & Equipment	6,564	561	3,000	3,700	1,500
Insurance				(44)	
Property Insurance	6,670	6,670	7,210	7,274	
General and Employee Liability	10,775	17,572	9,225	16,037	
Civil Rights	3,311	3,311	3,311	3,311	
Vehicle Insurance	56,058	58,819	86,225	82,004	70,000
Utilities	25,299	26,079	40,012	40,012	

Uniforms	-	1,200	500	629	600
Printing	652	1,039	1,135	1,907	1,200
Supplies	236	22,318		184	
Office Supplies	694	1,355	700	918	500
Furniture & Equipment under 5K	372	11,489	2,900	798	
Janitorial Supplies	1,000			913	
Training/Registration Fees	200	1,375	800	600	1,700
Mileage	1,438	63	400		194
Transit/ Rental/Air Fare		738	700	700	400
Per Diem/Travel Meals	173	337	700	700	546
Registration Fees					
Lodging	918	753	900	900	1,060
Meals & Meeting Expenses	37				
Misc Expenses	347	-		552	
Fuel	410,199	313,020	495,903	343,709	416,160
Cell Tower Rental Fees	7,803	5,508	8,000	8,000	5,700
Shop Supplies	7,596	6,575	11,500	9,177	11,500
Oil and Lubricants	14,920	12,016	18,700	16,140	18,700
Hazardous Waste Disposal				3,000	3,000
Replacement Parts	65,908	83,401	91,400	119,656	112,000
Tires	26,771	50,594	40,100	52,287	50,400
Vehicle Maintenance - Repair	88,310	106,893	103,500	120,428	114,300
Painting	3,636	5,000	5,000	156	12,000
Vehicle Towing Services				6,548	8,000
Equipment Repair & Maintenance	445				
Property Taxes		4,704			
Supplies					
Buildings	-				
Other Capital Expenses	1,000	-	1,000		
Passenger Bus	236,433	15,000			
Bus Shelters	30,974				
Mobile Radios	3,876	-	2,500		8,000
Capital Expenses		(15,000)			
Benches and Signage	185	-	1,000		
Building Maintenance	249				
Total Other Operating Expenditures	**1,027,344**	**762,489**	**963,708**	**887,229**	**863,260**
TOTAL EXPENDITURES	**1,177,998**	**922,188**	**1,252,079**	**1,146,917**	**1,019,902**

FY2016 Highlights

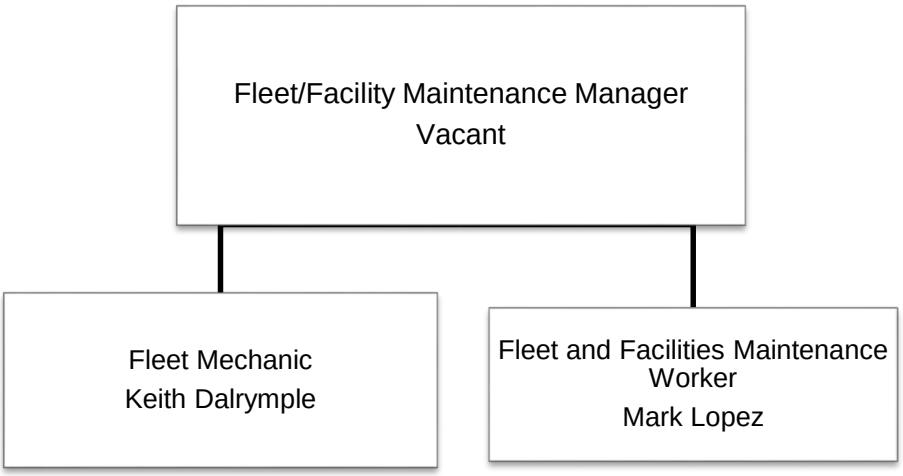
- Purchased twelve (12) additional vehicles in the current year, one of which was an alternative fuel bus in compliance with the Substantiality Master Plan
- Replaced four (4) revenue vehicles while converting existing fleet to support vehicle to utilize the remaining useful life of equipment
- Increase efficiencies by identifying maintenance repair vendors in close proximity or able to site visit and observe or perform repairs
- Purchased and placed into fleet new 2016 Dodge Ram service vehicle for over the road repairs, towing, and hauling
- Purchased new air compressor and maintenance tools needed for on-site repairs
- Hired and train mechanic for Taos vehicle repairs

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Cost per bus	31,838	24,268	23,187	<$23,000
% of vehicles available to users	-	-	-	>95%
% of vehicle available for service	-	-	-	>90%

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Fleet/Facility Maintenance Manager	1	1	1	0.5
Fleet Mechanic	-	-	1	1
Fleet Specialist	1	1	1	1
Total	**2**	**2**	**3**	**2.5**



Facilities

Operations

2017 OPERATING BUDGET SUMMARY
Entity Code = 410 Facilities

Annette Granillo, Operations & Maintenance Director

This section supports an administration and operations facility in Española as well as an operation and fleet maintenance facility in Taos. It is responsible for upkeep and maintenance of 409 bus stops throughout the four county, 10,000 square mile service area.

This section oversees emergency repair, proper management and disposal of shop waste and proactive inspections of facilities and bus stops to assure a clean and safe work and ride environment.

Department Priorities for 2017

- Complete the bus stop assessment for all stops district wide to include photographs of existing bus stops to be used on track the blue bus application. Customers will have access to pictures of their stop with their phone, tablet or computer for route planning.
- Complete bus stop signage and placements to include quick code signage (QR).
- Continue installation of a back-up generator to assure electrical continuity during emergency or inclement weather situations.
- Continue to assure scheduled inspections and follow-up of repair or cleaning of assigned areas.

Budget

	FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Total Salaries and Benefits	**-**	**-**			**104,333**
Contractual Services					24,000
Total Contractual Services		**-**			**24,000**
Internet Service					295
Postage					50
Telephone					1,104
Cell Phone					873
Equipment					2,000
Equipment Rental					1,000
Building Maintenance					16,925
Maintenance Machinery & Equipment					1,500
Property Insurance					10,000
Utilities					40,012
Uniforms					400
Printing					300
Training/Registration Fees					400
Transit/ Rental/Air Fare					50
Per Diem/Travel Meals					200
Benches and Signage					1,000
Total Other Operating Expenditures	**-**	**-**			**76,109**
TOTAL EXPENDITURES	**-**	**-**			**204,442**

FY2016 Highlights

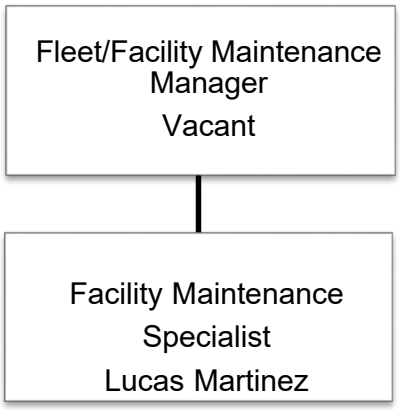
- Acquired administrative building and mechanical facility in the north Taos area as well as all bus stops in the northern section of the service area
- All Taos service area bus stops were added and approxemately 150 stops were improved with new signage
- Installed QR (quick response) signs on approximately 400 existing and new stops

Performance Measures

Description	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
# of minor repair below $500	-	-	-	50
# of major repair above $501	-	-	-	20
# of bus stop improvements	-	-	-	25
# of facility inspections completed	-	-	-	36

Staffing

Job Name	FY2014 Actual	FY2015 Actual	FY2016 Projection	FY2017 Budget
Fleet/Facility Maintenance Manager				0.5
Facility Maintenance Worker				1
Total	**-**	**-**	**-**	**1.5**


Fleet/Facility Maintenance Manager
Vacant
Facility Maintenance Specialist
Lucas Martinez

Non-RTD

Operations

			FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Revenue by County							
320	6110270	Santa Fe County	4,204,355	4,392,219	4,300,000	4,359,560	4,350,000
320	6110275	Rio Arriba County	548,414	595,908	568,500	574,644	575,000
320	6110275	Taos County	882,675	892,101	810,000	946,317	860,000
320	6110272	Los Alamos County	1,380,501	1,367,132	1,225,000	1,398,610	1,310,000
		Total Revenue	**7,015,945**	**7,247,360**	**6,903,500**	**7,279,131**	**7,095,000**
Expense							
320	6110270	Non-RTD Railrunner	2,102,178	2,196,109	2,100,000	2,190,004	2,175,000
320	6110275	Non-RTD City of Santa Fe	940,921	953,274	966,490	966,490	993,300
320	6110272	Non-RTD Los Alamos County	1,344,173	1,361,820	1,380,700	1,380,700	1,419,000
		Total Expense	**4,387,272**	**4,511,203**	**4,447,190**	**4,537,194**	**4,587,300**

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FUND BALANCE ANALYSIS

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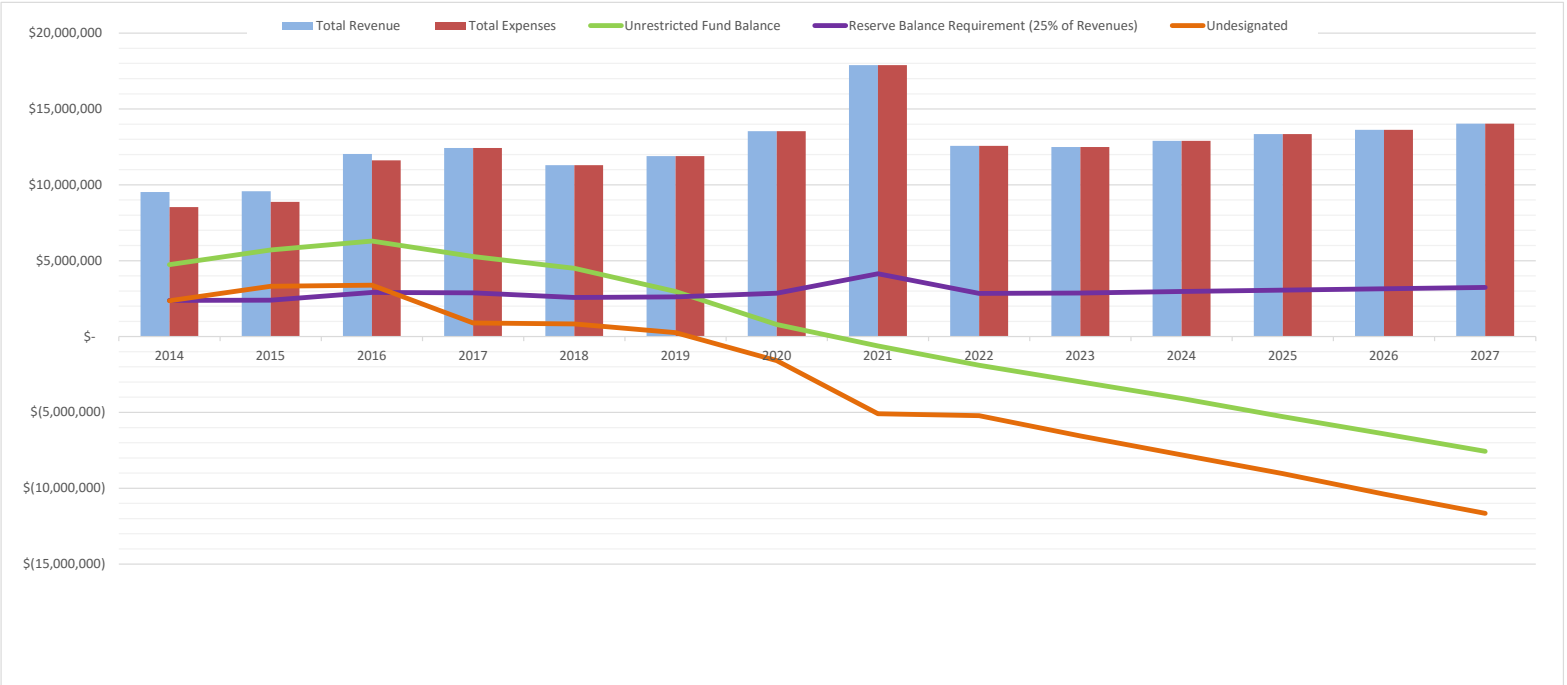
LONG RANGE FINANCIAL STRATEGIC PLAN AND FUND BALANCE ANALYSIS (MODERATE SCENARIO)

Assumptions														
Annual Revenue Growth		0.54%	25.75%	3.21%	-9.13%	5.32%	13.79%	32.26%	-29.80%	-0.57%	3.28%	3.45%	2.10%	2.99%
Tax Annual Growth		4.40%	0.45%	-2.53%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Presonnel & Fringe Cost Growth		-0.54%	50.11%	0.25%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-Personnel Cost Growth		-0.49%	25.60%	6.59%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-RTD Cost Growth		2.82%	0.58%	1.10%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Capital Cost Growth		-32.62%	268.46%	36.08%	-59.51%	29.82%	104.29%	155.98%	-85.59%	-44.00%	9.45%	12.82%	-15.15%	2.68%

	2014 Audited	2015 Audited	2016 Estimated	2017 Budget	2018 Projection	2019 Projection	2020 Projection	2021 Projection	2022 Projection	2023 Projection	2024 Projection	2025 Projection	2026 Projection	2027 Projection
Beginning Balance	$ 12,876,583	$ 11,779,119	$ 12,471,055	$ 12,483,911	$ 11,591,454	$ 10,873,505	$ 9,413,639	$ 7,296,578	$ 5,953,512	$ 4,738,726	$ 3,712,548	$ 2,684,449	$ 1,550,641	$ 497,205
Revenue														
Tax Revenues	6,941,122	7,246,641	7,279,131	7,095,000	7,307,850	7,527,086	7,752,898	7,985,485	8,225,050	8,471,801	8,725,955	8,987,734	9,257,366	9,535,087
Federal Operating Grants	1,902,036	1,666,150	1,934,725	2,046,138	2,107,522	2,170,748	2,235,870	2,302,946	2,372,035	2,443,196	2,516,492	2,591,986	2,669,746	2,749,838
Federal Capital Grants			1,281,886	1,554,458	588,800	509,600	722,400	653,600	524,000	321,600	400,000	400,000	412,000	424,360
Tribal Transit Grants		167,670	181,399	204,280	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
TIGER Maintenace Facility Grant 95/5							477,850	5,385,124						
Member Local Match	450,000	400,000	506,154	438,000										
State Capital Outlay Appropriation	161,188	-	301,312	93,000	93,000									
Interest-Savings, Short-term CD	6,125	20,408	15,793	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878
Advertising Sales	10,513	13,035	29,606	21,000	21,630	22,279	22,947	23,636	24,345	25,075	25,827	26,602	27,400	28,222
Insurance Proceeds			52,461	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Miscellaneous Revenue	6,403	14,645	23,059											
Fares	44,685	44,821	27,268	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500
Cash Balance Service Enhancements				159,500	253,000									
Cash Balance as Capital Match			405,781	732,957	717,949	1,459,866	2,117,062	1,343,066	1,214,786	1,026,178	1,028,099	1,133,807	1,053,437	1,088,655
Total Revenue	$ 9,522,072	$ 9,573,370	$ 12,038,574	$ 12,424,833	$ 11,290,851	$ 11,891,296	$ 13,531,382	$ 17,896,868	$ 12,563,900	$ 12,492,231	$ 12,901,471	$ 13,345,965	$ 13,626,544	$ 14,033,540
Operating Expenses														
Personnel Services	2,474,698	2,461,213	3,694,436	3,703,558	3,814,665	3,929,105	4,046,978	4,168,387	4,293,439	4,422,242	4,554,909	4,691,556	4,832,303	4,977,272
Maintenance	619,802	636,380	333,879	329,900	339,797	349,991	360,491	371,305	382,445	393,918	405,735	417,907	430,445	443,358
Fuel	410,199	352,857	343,709	416,160	428,645	441,504	454,749	468,392	482,443	496,917	511,824	527,179	542,994	559,284
Other Expenses	263,753	298,136	939,412	977,500	1,006,825	1,037,030	1,068,141	1,100,185	1,133,190	1,167,186	1,202,202	1,238,268	1,275,416	1,313,678
Non-RTD Expenses	4,387,272	4,511,203	4,537,194	4,587,300	4,724,919	4,866,667	5,012,667	5,163,047	5,317,938	5,477,476	5,641,800	5,811,054	5,985,386	6,164,948
Capital Expenses	713,439	480,734	1,771,307	2,410,415	976,000	1,267,000	2,588,357	6,625,552	954,445	534,492	585,000	660,000	560,000	575,000
Difference in Capital Expense and Depreciation	(334,655)	140,911												
Total Expenses	$ 8,534,508	$ 8,881,434	$ 11,619,937	$ 12,424,833	$ 11,290,851	$ 11,891,296	$ 13,531,382	$ 17,896,868	$ 12,563,900	$ 12,492,231	$ 12,901,471	$ 13,345,965	$ 13,626,544	$ 14,033,540
Change in Fund Balance	987,564	691,936	418,637	-	0	0	0	(0)	(0)	0	(0)	(0)	0	(0)
Pension Restatement	(2,085,028)	-	-	-	-	-	-	-	-	-	-	-	-	-
Use of Fund Balance		-	(405,781)	(892,457)	(717,949)	(1,459,866)	(2,117,062)	(1,343,066)	(1,214,786)	(1,026,178)	(1,028,099)	(1,133,807)	(1,053,437)	(1,088,655)
Ending Fund Balance	$ 11,779,119	$ 12,471,055	$ 12,483,911	$ 11,591,454	$ 10,873,505	$ 9,413,639	$ 7,296,578	$ 5,953,512	$ 4,738,726	$ 3,712,548	$ 2,684,449	$ 1,550,641	$ 497,205	$ (591,450)
Investment in Capital Assets	6,338,336	6,068,352	6,189,719	6,313,513	6,376,649	6,440,415	6,504,819	6,569,867	6,635,566	6,701,922	6,768,941	6,836,630	6,904,997	6,974,047
Restricted	700,000	700,000												
Unrestricted Fund Balance	4,740,783	5,702,703	6,294,192	5,277,940	4,496,857	2,973,224	791,758	(616,356)	(1,896,840)	(2,989,374)	(4,084,492)	(5,285,989)	(6,407,792)	(7,565,497)
Reserve Balance Requirement (25% of Revenues)	2,380,518	2,393,343	2,908,198	2,883,094	2,579,976	2,607,858	2,853,580	4,138,450	2,837,279	2,866,513	2,968,343	3,053,039	3,143,277	3,236,221
Designated for Capital Match (5% Undesignated or 15% Revenue Max)				996,899	830,037	104,849	(476,591)	332,236	487,582	693,730	752,907	698,017	832,529	853,078
Designated 3-Year Service Enhancement Cost La Cienega $124K and Mt Trail $129K				506,000	253,000									
Undesignated	2,360,265	3,309,361	3,385,993	891,947	833,844	260,518	(1,585,230)	(5,087,042)	(5,221,700)	(6,549,617)	(7,805,742)	(9,037,045)	(10,383,598)	(11,654,797)



LONG RANGE FINANCIAL STRATEGIC PLAN AND FUND BALANCE ANALYSIS (WITHOUT GASB 68)

Assumptions														
Annual Revenue Growth		0.54%	25.75%	3.21%	-9.13%	5.32%	13.79%	32.26%	-29.80%	-0.57%	3.28%	3.45%	2.10%	2.99%
Tax Annual Growth		4.40%	0.45%	-2.53%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Presonnel & Fringe Cost Growth		-0.54%	50.11%	0.25%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-Personnel Cost Growth		-0.49%	25.60%	6.59%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Non-RTD Cost Growth		2.82%	0.58%	1.10%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Capital Cost Growth		-32.62%	268.46%	36.08%	-59.51%	29.82%	104.29%	155.98%	-85.59%	-44.00%	9.45%	12.82%	-15.15%	2.68%
	2014	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**	**2026**	**2027**
	Audited	Audited	Estimated	**Budget**	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection
Beginning Balance	$ 12,876,583	$ 13,864,147	$ 14,556,083	$ 14,568,939	$ 13,676,482	$ 12,958,533	$ 11,498,667	$ 9,381,606	$ 8,038,540	$ 6,823,754	$ 5,797,576	$ 4,769,477	$ 3,635,669	$ 2,582,233
Revenue														
Tax Revenues	6,941,122	7,246,641	7,279,131	7,095,000	7,307,850	7,527,086	7,752,898	7,985,485	8,225,050	8,471,801	8,725,955	8,987,734	9,257,366	9,535,087
Federal Operating Grants	1,902,036	1,666,150	1,934,725	2,046,138	2,107,522	2,170,748	2,235,870	2,302,946	2,372,035	2,443,196	2,516,492	2,591,986	2,669,746	2,749,838
Federal Capital Grants			1,281,886	1,554,458	588,800	509,600	722,400	653,600	524,000	321,600	400,000	400,000	412,000	424,360
Tribal Transit Grants		167,670	181,399	204,280	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000
TIGER Maintenace Facility Grant 95/5							477,850	5,385,124						
Member Local Match	450,000	400,000	506,154	438,000										
State Capital Outlay Appropriation	161,188	-	301,312	93,000	93,000									
Interest-Savings, Short-term CD	6,125	20,408	15,793	20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095	26,878
Advertising Sales	10,513	13,035	29,606	21,000	21,630	22,279	22,947	23,636	24,345	25,075	25,827	26,602	27,400	28,222
Insurance Proceeds			52,461	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Miscellaneous Revenue	6,403	14,645	23,059											
Fares	44,685	44,821	27,268	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500	40,500
Cash Balance Service Enhancements				159,500	253,000									
Cash Balance as Capital Match			405,781	732,957	717,949	1,459,866	2,117,062	1,343,066	1,214,786	1,026,178	1,028,099	1,133,807	1,053,437	1,088,655
Total Revenue	$ 9,522,072	$ 9,573,370	$ 12,038,574	$ 12,424,833	$ 11,290,851	$ 11,891,296	$ 13,531,382	$ 17,896,868	$ 12,563,900	$ 12,492,231	$ 12,901,471	$ 13,345,965	$ 13,626,544	$ 14,033,540
Operating Expenses														
Personnel Services	2,474,698	2,461,213	3,694,436	3,703,558	3,814,665	3,929,105	4,046,978	4,168,387	4,293,439	4,422,242	4,554,909	4,691,556	4,832,303	4,977,272
Maintenance	619,802	636,380	333,879	329,900	339,797	349,991	360,491	371,305	382,445	393,918	405,735	417,907	430,445	443,358
Fuel	410,199	352,857	343,709	416,160	428,645	441,504	454,749	468,392	482,443	496,917	511,824	527,179	542,994	559,284
Other Expenses	263,753	298,136	939,412	977,500	1,006,825	1,037,030	1,068,141	1,100,185	1,133,190	1,167,186	1,202,202	1,238,268	1,275,416	1,313,678
Non-RTD Expenses	4,387,272	4,511,203	4,537,194	4,587,300	**4,724,919**	**4,866,667**	**5,012,667**	**5,163,047**	**5,317,938**	**5,477,476**	**5,641,800**	**5,811,054**	**5,985,386**	**6,164,948**
Capital Expenses	713,439	480,734	1,771,307	2,410,415	**976,000**	**1,267,000**	**2,588,357**	**6,625,552**	**954,445**	**534,492**	**585,000**	**660,000**	**560,000**	**575,000**
Difference in Capital Expense and Depreciation	(334,655)	140,911												
Total Expenses	$ 8,534,508	$ 8,881,434	$ 11,619,937	$ 12,424,833	$ 11,290,851	$ 11,891,296	$ 13,531,382	$ 17,896,868	$ 12,563,900	$ 12,492,231	$ 12,901,471	$ 13,345,965	$ 13,626,544	$ 14,033,540
Change in Fund Balance	987,564	691,936	418,637	-	0	0	0	(0)	(0)	0	(0)	(0)	0	(0)
Use of Fund Balance		-	(405,781)	(892,457)	(717,949)	(1,459,866)	(2,117,062)	(1,343,066)	(1,214,786)	(1,026,178)	(1,028,099)	(1,133,807)	(1,053,437)	(1,088,655)
Ending Fund Balance	$ 13,864,147	$ 14,556,083	$ 14,568,939	$ 13,676,482	$ 12,958,533	$ 11,498,667	$ 9,381,606	$ 8,038,540	$ 6,823,754	$ 5,797,576	$ 4,769,477	$ 3,635,669	$ 2,582,233	$ 1,493,578
Investment in Capital Assets	6,338,336	6,068,352	6,189,719	6,313,513	6,376,649	6,440,415	6,504,819	6,569,867	6,635,566	6,701,922	6,768,941	6,836,630	6,904,997	6,974,047
Restricted	700,000	700,000												
Unrestricted Fund Balance	6,825,811	7,787,731	8,379,220	7,362,968	6,581,885	5,058,252	2,876,786	1,468,672	188,188	(904,346)	(1,999,464)	(3,200,961)	(4,322,764)	(5,480,469)
Reserve Balance Requirement (25% of Revenues)	2,380,518	2,393,343	2,908,198	2,883,094	2,579,976	2,607,858	2,853,580	4,138,450	2,837,279	2,866,513	2,968,343	3,053,039	3,143,277	3,236,221
Designated for Capital Match (5% Undesignated or 15% Revenue Max)				996,899	830,037	104,849	(476,591)	332,236	487,582	693,730	752,907	698,017	832,529	853,078
Designated 3-Year Service Enhancement Cost La Cienega $124K and Mt Trail $129K				506,000	253,000									
Undesignated	4,445,293	5,394,389	5,471,021	2,976,975	2,918,872	2,345,546	499,798	(3,002,014)	(3,136,672)	(4,464,589)	(5,720,714)	(6,952,017)	(8,298,570)	(9,569,769)

CAPITAL IMPROVEMENT PLAN

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2017-2027 CAPITAL IMPROVEMENT PLAN

Introduction

Providing cost-effective, reliable public transportation services depends on the maintenance and upkeep of the District's capital assets and the capital-intensive nature of the District's operations make long term financial planning indispensable. In turn though, the ability to fund these capital needs must be weighed against the financial resources required to support the regular operations of the District.

The District's eleven year Capital Improvement Plan (CIP) is a continuation of the ongoing strategic process to align available financial resources with programmed capital projects directed towards achieving low repair cost throughout its capital assets and infrastructure. Effective planning facilitates this process by providing the framework to schedule capital improvements based on the availability of resources, the condition of assets, and priorities between requested capital projects. It prioritizes capital infrastructure needs throughout the District and aligns its ongoing capital program with available Federal, State, Local and non-traditional funding resources.

The financial demands to meet the District's capital assets remain at a high level, but the decision to balance scheduled activities with funding limits the number of budgeted projects in a given year and, in essence, has moved the CIP from a short-term plan to a long-term plan.

Organization of the Capital Improvement Plan

The first year of the plan reflects the Board approved capital budget appropriations for the 2017 capital projects. The following ten years of the Long Range Capital Improvement Plan, outline a plan, but not yet approved. Capital projects and their associated budgets included in these out-years are subject to future changes based on financial circumstances, changes in project time lines or in capital priorities.

The five steps of Capital Improvement Planning are as follows:

- A summary of the District's capital assets helps to put these projects into perspective. The size and age of the bus fleet provide a basis for the CIP development.
- The planning process for the capital program, including the method for establishing budget appropriation for the District. It also explains the chain of events involved in the plan and its relationship to the development of the Transportation Improvement Program (TIP).
- During this process, the Capital Improvement Financial Policies and Criteria help focus the plan on the priority areas that guide decision making during the Capital Improvement process.
- The Financial Capacity section explains Federal, State and local funding sources as it relates to the District. It will also discuss the impact of capital investment decisions on the Operating Budget.
- The final section is devoted to the details of the 2017 Capital Improvement Budget and the ten out-years of the overall 2017 - 2027 CIP.

Capital Assets

The principal share of expenditures planned within the 2017 – 2027 CIP focuses on attaining low maintenance cost for the District's capital assets. It continues its emphasis on addressing a backlog of needed capital improvements throughout the District's infrastructure. The age of the District's primary facilities, including their history in terms of original in-service dates, rehabilitations, and additions are briefly discussed below.

Facilities

Jim West Transit Facility

The Main Office Building, a renovated warehouse in Española's retail district, located at 1327 N. Riverside Drive, opened in September of 2010. This facility houses the administrative functions of the District and the District's operation headquarters.

Taos Garage Facilities

The District's only active bus garage for maintenance is located in Taos at 1032 Dea Lane and is made of two structures:

1. **Administrative Trailer** is located in Taos. It was originally put into service in 2003.

2. **Taos Garages** was originally constructed in 1998. It has no hydraulic lifts, no fire suppression, no HVAC systems, and 6 overhead doors.

Passenger Shelters

In 2015, there are approximately 34 bus shelters located throughout the District's and 382 bus stops that are cleaned or maintained on a regular basis throughout the year.

Vehicle Fleet

Buses

There were 54 vehicles in the District bus fleet at the end of FY2016. The District's current fleet includes five 34+passenger buses; ten 23+passenger buses; thirteen 18+passenger buses; twenty-two 14 passenger buses; five vans for elder/disabled/demand; and 9 commuter vehicles. The average bus vehicle age was 3 years 3 months old at the end of 2016. All buses manufactured before 2009 have been retired from active service, however commuter vehicles that were manufacturer in 2000 have been retained. The District's goal is to replace approximately 1/4 of its fleet every year (14 buses). This hasn't been possible until recent budget years due to the lingering impact of the recession and other higher priority capital needs of the District, but the 2017 – 2027 CIP continues a planned bus replacement program, begun in 2014, that will average close to 11 buses per year over a ten-year period.

A regular bus replacement program:

1. Lowers maintenance costs;

2. Improves fleet reliability;
3. Distributes maintenance efforts more evenly;
4. Reduces the District's vulnerability to large groups of bus defects; and
5. Prevents one-time large purchases.

NCRTD Vehicle Inventory and Replacement Analysis

	Unit #	Primary Usage	Chassis VIN Number	Year	Make	Model	Passenger Capacity	Type	NCRTD Maintenance Category
REVENUE VEHICLES	T-548	QUESTA	5WEASAAN4CJ592562	2011	INTER/CHAMPION	4300/DEFEN	40	BUS	Heavy Duty Small - 40 Pass
	T-549	QUESTA	5WEASAAN6CJ592563	2011	INTER/CHAMPION	4300/DEFEN	40	BUS	Heavy Duty Small - 40 Pass
	T-550	QUESTA	5WEASAAN2CJ592561	2011	INTER/CHAMPION	4300/DEFEN	40	BUS	Heavy Duty Small - 40 Pass
	T-591	QUESTA		2016	FREIGHTLINER/CHAMPION	M2/DEFENDER	34	BUS	Heavy Duty Small - 40 Pass
	T-530	TAOS/ESPA	1FDAF5GT4DEA70282	2013	FORD/STARTRANS	F550	23	CUTAWAY	Medium Duty - 25-28 Pass
	T-580	PENASCO	1FDGF5HT8GEA51960	2016	FORD/STARTRANS	F550	14	CUTAWAY	Medium Duty - 25-28 Pass
	T-571	PENASCO	1GB6G5BG6E1129010	2014	CHEVY/GLAVAL	E4500/TITAN II	20	BUS	Light Duty Mid Size - 18-20 Pass
	T-598	MOUNTAIN TRAIL	1FDGF5HT5GEB45858	2016	FORD/STARCRAFT	F550	29	CUTAWAY	Medium Duty - 25-28 Pass
	T-551	MOUNTAIN TRAIL	1FDGF5HT5BEC64020	2011	FORD/GLAVAL	F-550/ENTO	28	CUTAWAY	Medium Duty - 25-28 Pass
	T-570	MOUNTAIN TRAIL	1GB6G5BG0E1128628	2014	CHEVY/GLAVAL	E4500/TITAN II	20	BUS	Light Duty Mid Size - 18-20 Pass
	T-308	TSV	1FDAF5GT6DEA70283	2013	FORD/STARTRANS	F550	26	CUTAWAY	Medium Duty - 25-28 Pass
	T-309	TSV	1FDAF56T8DEA70284	2013	FORD/STARTRANS	F550	26	CUTAWAY	Medium Duty - 25-28 Pass
	T-303	CHILI LINE	1FDXE4FP0ADA15437	2010	FORD/GLAVAL	E350/TITAN II	18	CUTAWAY	Light Duty Mid Size - 18-20 Pass
	T-304	CHILI LINE	1FDXE4FP9ADA15436	2010	FORD/GLAVAL	E350/TITAN II	18	CUTAWAY	Light Duty Mid Size - 18-20 Pass
	T-305	CHILI LINE	1FDXE4FP7ADA15435	2010	FORD/GLAVAL	E350/TITAN II	18	CUTAWAY	Light Duty Mid Size - 18-20 Pass
	T-306	CHILI LINE	1FDXE4FPSADA15434	2010	FORD/GLAVAL	E350/TITAN II	18	CUTAWAY	Light Duty Mid Size - 18-20 Pass
	T-540	CHILI LINE	1GB9G5BG7A1155414	2010	CHEVY/GLAVAL	E4500/TITAN II	18	BUS	Light Duty Mid Size - 18-20 Pass
	T-543	RIVERSIDE 1	1GB3G2BG2B1110676	2011	CHEVY/GOSHEN	E350/PACER II	12	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-560	RIVERSIDE 1	1GB3G3BGXB1176494	2011	CHEVY/GLAVAL	E350/TITAN II	13	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-568	ESPANOLA/SF	1FVACXDT4EHFT1405	2013	FREIGHTLINER/CHAMPION	M2/DEFENDER	28	BUS	Medium Duty - 25-28 Pass
	T-585	ESPANOLA/SF	4UZADRDU0GCHL8737	2016	FREIGHTLINER S2	STARTRANS	36	BUS	Heavy Duty Small - 40 Pass
	T-573	TESUQUE	1GB6G5BG8E1169783	2014	CHEVY/GLAVAL	E4500/TITAN II	14	BUS	Light Duty Small Bus Van - 8-14 Pass
	T-559	TESUQUE	1GB6G5CG5B1111463	2011	CHEVY/GLAVAL	E4500/TITAN II	18	BUS	Light Duty Mid Size - 18-20 Pass
	T-579	WESTSIDE	1FDEE3FL2GDCO3660	2015	FORD/STARTRANS	E350/Allstar	14	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-566	LOS ALAMOS	1GB6G5BG3D1192452	2013	CHEVY/GLAVAL	E4500/TITAN II	14	BUS	Light Duty Small Bus Van - 8-14 Pass
	T-565	SANTA CLARA	1GB6G5BG3D1193259	2013	CHEVY/GLAVAL	E4500/TITAN II	14	BUS	Light Duty Small Bus Van - 8-14 Pass
	T-589	EL RITO	1FDEE3FL0GDC22661	2016	FORD/STARTRANS	E350/Allstar	14	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-558	EL RITO	1GB3G3BG0B1176634	2011	CHEVY/GLAVAL	E350/TITAN II	13	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-588	CHIMAYO	1FDEE3FL0GDC22658	2016	FORD/STARTRANS	E350/Allstar	14	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-587	LAS TRAMPAS	1FDEE3FL9GGC22657	2016	FORD/STARTRANS	E350/Allstar	14	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-574	LAS TRAMPAS	1GB6G5BG2F1117373	2015	CHEVY/GLAVAL	E4500/TITAN II	14	BUS	Light Duty Small Bus Van - 8-14 Pass
	T-586	SAN ILDEFONSO	1FDEE3FL1GDC22653	2016	FORD/STARTRANS	E350/Allstar	14	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-535	SAN ILDEFONSO	1FDEE35L19DA52802	2009	FORD/GOSHEN	E-350	12	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-572	RED RIVER	1GB6G5BG0E1170295	2014	CHEVY/GLAVAL	E4500/TITAN II	14	BUS	Light Duty Small Bus Van - 8-14 Pass
	T-557	CHAMA	1GB3G3BG4B1176409	2011	CHEVY/GLAVAL	E350/TITAN II	13	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-539	CHAMA	1GB9G5BGXA1156203	2010	CHEVY/GLAVAL	E4500/TITAN II	18	BUS	Light Duty Mid Size - 18-20 Pass
	T-567	TURQUOISE TRAIL	1GB6G5CG8E1106004	2014	CHEVY/GLAVAL	E4500/TITAN II	18	BUS	Light Duty Small Bus Van - 8-14 Pass
	T-596	TURQUOISE TRAIL		2016	FORD/STARTRANS	E350/Allstar	18	CUTAWAY	Light Duty Mid Size - 18-20 Pass
	T-542	ELDORADO	1GB9G5BG7A1156126	2010	CHEVY/GLAVAL	E4500/TITAN II	18	BUS	Light Duty Mid Size - 18-20 Pass
	T-597	ELDORADO		2016	FORD/STARTRANS	E350/Allstar	18	CUTAWAY	Light Duty Mid Size - 18-20 Pass
	T-534	EDGEWOOD	1GDE5V1969F406260	2009	GMC/GLAVAL	C5500	25	BUS	Medium Duty - 25-28 Pass
	T-553	EDGEWOOD	1FDGF5GT9BED06710	2011	FORD/GLAVAL	F-550/ENTO	28	CUTAWAY	Medium Duty - 25-28 Pass
	T-541	TRES PIEDRAS	1GB9G5BG2A1156034	2010	CHEVY/GLAVAL	E4500/TITAN II	18	BUS	Light Duty Mid Size - 18-20 Pass
	T-554	TAOS EXPRESS	1FDGF5GT2BED06709	2011	FORD/GLAVAL	F-550/ENTO	28	CUTAWAY	Medium Duty - 25-28 Pass
	T-584	LA CIENEGA	1FDEE3FL3GDC17227	2016	FORD/STARTRANS	E350/Allstar	14	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-555	ESP DEMAND	1GB3G3BG1B1177050	2011	CHEVY/GLAVAL	E350/TITAN II	13	BUS	Light Duty Small Bus Van - 8-14 Pass
	T-592	ESP DEMAND		2016	FORD TRANSIT		13	MINIVAN	Demand Minivan
	T-575	POJOAQUE/NAMBE	57WMD1A67EM100431	2014	MV-1	MV-1	3	MINIVAN	Demand Minivan
	T-593	POJOAQUE/NAMBE	1FBZX2CM6FKB30458	2015	FORD TRANSIT	SHORT BODY	9	MINIVAN	Demand Minivan
	T-544	POJOAQUE STUDENTS	1GB3G2BG7B1111225	2011	CHEVY/GOSHEN	E350/PACER II	12	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-545	POJOAQUE STUDENTS	1GB3G2BG3B1110198	2011	CHEVY/GOSHEN	E350/PACER II	12	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-595	POJOAQUE STUDENTS		2016	FORD TRANSIT		9	MINIVAN	Demand Minivan
	T-307	CHILI RIDE	1FDEE35LX9DA92473	2010	FORD/GLAVAL	E350/TITAN II	9	CUTAWAY	Light Duty Small Bus Van - 8-14 Pass
	T-594	CHILI RIDE		2016	FORD TRANSIT		9	MINIVAN	Demand Minivan
NON-REVENUE VEHICLES	T-525	ADMIN	2G1WB58K089185152	2008	CHEVROLET	IMPALA	N/A	SEDAN	Non-revenue
	T-578	ADMIN	1FM5K8D85FGB03604	2015	FORD	EXPLORER	8	SUV	Non-revenue
	T-518	COMMUTER	1GBDV13W68D147585	2008	CHEVY/BRAUN	UPLANDER	6	MINIVAN	Non-revenue
	T-533	COMMUTER	1GBDV13W98D198966	2008	CHEVY/BRAUN	UPLANDER	6	MINIVAN	Non-revenue
	T-546	COMMUTER	1FAFP522XYG249335	2000	FORD	TAURUS	N/A	SEDAN	Non-revenue
	T-569	COMMUTER	1GNCT18W51K201778	2001	CHEVROLET	S-10 BLAZER	N/A	SUV	Non-revenue
	T-510	SHED	1FMRE11LXYHB11753	2000	FORD	E-150	N/A	VAN	Non-revenue
	T-524	SHED	1GBDV13W17D190620	2007	CHEVY/BRAUN	UPLANDER	6	MINIVAN	Non-revenue
	T-547	SHED	2FAFP73W41X136736	2001	FORD	CROWN VIC	N/A	SEDAN	Non-revenue
	T-538	TAOS TRUCK	1GB1KVCG0BF146214	2011	CHEVROLET	2500HD	N/A	CREW CAB	Non-revenue
	M-577	BOBCAT	AHGL1448	2014	Bobcat	Skid-Steer	0	TRACTOR	Non-revenue
	T-590	ESP TRUCK	3C6URGHL4GG159071	2016	Dodge/Ram	Ram 3500	5	CREW CAB	Non-revenue
	T-564	TRAILER	16VPX1820D2369400	2013	BIX TEX	18P	N/A	UTILITY TRL	Non-revenue

Date: July 1, 2016

NCRTD Vehicle Inventory and Replacement Analysis

	Unit #	Primary Usage	Odometer Aug. 2012	Odometer Nov. 2013	Odometer Nov. 2014	Odometer Nov. 2015	Est. Annual Mileage	NCRTD Useful Life Expectancy	Min. Years of Useful Life	Replace-ment Year Based on Age	Priority for Age-Based Replace-ment	Min. Miles of Useful Life	Remaining Useful Life Mileage	Year Min. Mileage Attained	Priority for Mileage-Based Replace-ment	Com-bined Priority Score	Recom-mended Replace-ment Year
REVENUE VEHICLES	T-548	QUESTA	33,956	78,160	117,261	151,769	39,271	10 Years/350,000 Miles	10	2021	6	350,000	158,960	2020	7	13	2021
	T-549	QUESTA	42,012	82,922	112,620	163,620	40,536	10 Years/350,000 Miles	10	2021	6	350,000	145,844	2019	8	14	2021
	T-550	QUESTA	26,423	80,823	104,779	134,261	35,946	10 Years/350,000 Miles	10	2021	6	350,000	179,793	2021	6	12	2022
	T-591	QUESTA				0	30,000	10 Years/350,000 Miles	10	2026	1	350,000	320,000	2026	1	2	2027
	T-530	TAOS/ESPA			58,331	64,907	13,152	7 Years/200,000 Miles	7	2020	7	200,000	121,941	2025	2	9	2023
	T-580	PENASCO				0	30,000	7 Years/200,000 Miles	7	2023	4	150,000	120,000	2020	7	11	2022
	T-571	PENASCO			17,199	57,469	40,270	6 Years/175,000 Miles	6	2020	7	175,000	77,261	2017	10	17	2019
	T-598	MOUNTAIN TRAIL				0	30,000	7 Years/200,000 Miles	7	2023	4	200,000	170,000	2021	6	10	2023
	T-551	MOUNTAIN TRAIL	40,143	97,137	126,623	193,325	51,061	7 Years/200,000 Miles	7	2018	9	200,000	-44,386	2016	11	20	2018
	T-570	MOUNTAIN TRAIL			23,627	66,965	43,338	6 Years/175,000 Miles	6	2020	7	175,000	64,697	2017	10	17	2019
	T-308	TSV			25,921	25,973	104	7 Years/200,000 Miles	7	2020	7	200,000	173,923	2026	1	8	2024
	T-309	TSV			24,932	26,087	2,310	7 Years/200,000 Miles	7	2020	7	200,000	171,603	2026	1	8	2024
	T-303	CHILI LINE			112,883	117,067	8,368	6 Years/175,000 Miles	6	2016	11	175,000	49,565	2021	6	17	2019
	T-304	CHILI LINE			112,671	120,937	16,532	6 Years/175,000 Miles	6	2016	11	175,000	37,531	2018	9	20	2018
	T-305	CHILI LINE			121,717	131,556	19,678	6 Years/175,000 Miles	6	2016	11	175,000	23,766	2017	10	21	2017
	T-306	CHILI LINE			97,704	106,580	17,752	6 Years/175,000 Miles	6	2016	11	175,000	50,668	2018	9	20	2018
	T-540	CHILI LINE	82,675	140,538	156,901	171,687	29,671	5 Years/150,000 Miles	5	2015	11	150,000	-51,358	2015	11	22	2017
	T-543	RIVERSIDE 1	40,134	72,868	106,082	137,733	32,533	5 Years/150,000 Miles	5	2016	11	150,000	-20,266	2016	11	22	2017
	T-560	RIVERSIDE 1	33,756	63,107	88,691	125,950	30,731	5 Years/150,000 Miles	5	2016	11	150,000	-6,681	2016	11	22	2017
	T-568	ESPANOLA/SF			35,272	70,961	35,689	7 Years/200,000 Miles	7	2020	7	200,000	93,350	2018	9	16	2020
	T-585	ESPANOLA/SF				0	30,000	10 Years/350,000 Miles	10	2026	1	350,000	320,000	2026	1	2	2027
	T-573	TESUQUE			24,970	69,011	44,041	5 Years/150,000 Miles	5	2019	8	150,000	36,948	2016	11	19	2018
	T-559	TESUQUE	37,683	87,184	125,627	157,140	39,819	5 Years/150,000 Miles	5	2016	11	150,000	-46,959	2015	11	22	2017
	T-579	WESTSIDE				6,250	30,000	5 Years/150,000 Miles	5	2020	7	150,000	113,750	2019	8	15	2020
	T-566	LOS ALAMOS		9,388	47,983	81,123	35,868	5 Years/150,000 Miles	5	2018	9	150,000	33,010	2016	11	20	2018
	T-565	SANTA CLARA		9,106	60,081	105,652	48,273	5 Years/150,000 Miles	5	2018	9	150,000	-3,925	2016	11	20	2018
	T-589	EL RITO				0	30,000	5 Years/150,000 Miles	5	2021	6	150,000	120,000	2020	7	13	2021
	T-558	EL RITO	16,336	65,003	129,996	179,498	54,387	5 Years/150,000 Miles	5	2016	11	150,000	-83,885	2015	11	22	2017
	T-588	CHIMAYO				0	30,000	5 Years/150,000 Miles	5	2021	6	150,000	120,000	2020	7	13	2021
	T-587	LAS TRAMPAS				0	30,000	5 Years/150,000 Miles	5	2021	6	150,000	120,000	2020	7	13	2021
	T-574	LAS TRAMPAS				45,580	30,000	5 Years/150,000 Miles	5	2020	7	150,000	74,420	2018	9	16	2020
	T-586	SAN ILDEFONSO				0	30,000	5 Years/150,000 Miles	5	2021	6	150,000	120,000	2020	7	13	2021
	T-535	SAN ILDEFONSO	85,214	120,047	139,120	162,808	25,865	5 Years/150,000 Miles	5	2014	11	150,000	-38,673	2015	11	22	2017
	T-572	RED RIVER			21,724	78,718	56,994	5 Years/150,000 Miles	5	2019	8	150,000	14,288	2016	11	19	2018
	T-557	CHAMA	22,789	63,519	80,882	132,708	36,640	5 Years/150,000 Miles	5	2016	11	150,000	-19,348	2016	11	22	2017
	T-539	CHAMA	71,923	118,977	141,401	167,570	31,882	5 Years/150,000 Miles	5	2015	11	150,000	-49,452	2015	11	22	2017
	T-567	TURQUOISE TRAIL			38,952	90,288	51,336	5 Years/150,000 Miles	5	2019	8	150,000	8,376	2016	11	19	2018
	T-596	TURQUOISE TRAIL				0	30,000	5 Years/150,000 Miles	5	2021	6	150,000	120,000	2020	7	13	2021
	T-542	ELDORADO	51,456	96,389	119,663	156,320	34,955	5 Years/150,000 Miles	5	2015	11	150,000	-41,275	2015	11	22	2017
	T-597	ELDORADO				0	30,000	5 Years/150,000 Miles	5	2021	6	150,000	120,000	2020	7	13	2021
	T-534	EDGEWOOD	147,923	191,126	219,884	257,641	36,573	7 Years/200,000 Miles	7	2016	11	200,000	-94,214	2014	11	22	2017
	T-553	EDGEWOOD	31,276	84,174	108,631	127,085	31,936	7 Years/200,000 Miles	7	2018	9	200,000	40,979	2017	10	19	2018
	T-541	TRES PIEDRAS	69,517	113,519	138,017	157,674	29,386	5 Years/150,000 Miles	5	2015	11	150,000	-37,060	2015	11	22	2017
	T-554	TAOS EXPRESS	28,765	76,312	117,337	143,571	38,269	7 Years/200,000 Miles	7	2018	9	200,000	18,160	2016	11	20	2018
	T-584	LA CIENEGA				0	30,000	5 Years/150,000 Miles	5	2021	6	150,000	120,000	2020	7	13	2021
	T-555	ESP DEMAND	27,151	70,595	97,552	126,868	33,239	5 Years/150,000 Miles	5	2016	11	150,000	-10,107	2016	11	22	2017
	T-592	ESP DEMAND				0	30,000	4 Years/100,000 Miles	4	2020	7	100,000	70,000	2018	9	16	2020
	T-575	POJOAQUE/NAMBE				17,264	30,000	4 Years/100,000 Miles	4	2018	9	100,000	52,736	2017	10	19	2018
	T-593	POJOAQUE/NAMBE				0	30,000	4 Years/100,000 Miles	4	2019	8	100,000	70,000	2018	9	17	2019
	T-544	POJOAQUE STUDENTS	42,989	102,825	124,819	146,041	34,351	5 Years/150,000 Miles	5	2016	11	150,000	-30,392	2016	11	22	2017
	T-545	POJOAQUE STUDENTS	43,685	86,815	121,785	145,248	33,854	5 Years/150,000 Miles	5	2016	11	150,000	-29,102	2016	11	22	2017
	T-595	POJOAQUE STUDENTS				0	30,000	4 Years/100,000 Miles	4	2020	7	100,000	70,000	2018	9	16	2020
	T-307	CHILI RIDE			39,087	43,782	9,390	5 Years/150,000 Miles	5	2015	11	150,000	96,828	2026	1	12	2022
	T-594	CHILI RIDE				0	30,000	4 Years/100,000 Miles	4	2020	7	100,000	70,000	2018	9	16	2020
NON-REVENUE VEHICLES	T-525	ADMIN	48,678	62,328	75,977	89,627	13,650	7 Years/150,000 Miles	7	2015	11	150,000	46,723	2019	8	19	2018
	T-578	ADMIN						7 Years/150,000 Miles	7	2022	11	150,000				11	2022
	T-518	COMMUTER	46,876	56,316	65,756	75,196	9,440	4 Years/100,000 Miles	4	2012	11	100,000	15,364	2017	10	21	2017
	T-533	COMMUTER	131,210	147,810	164,409	173,353	14,048	4 Years/100,000 Miles	4	2012	11	100,000	-87,401	2010	11	22	2017
	T-546	COMMUTER	38,434	52,987	67,541	82,094	14,553	7 Years/150,000 Miles	7	2007	11	150,000	53,353	2019	8	19	2018
	T-569	COMMUTER		76,772	108,678	95,718	31,906	7 Years/150,000 Miles	7	2008	11	150,000	22,376	2016	11	22	2017
	T-510	SHED	216,794	218,571	220,348	222,125	1,777	4 Years/100,000 Miles	4	2004	11	100,000	-123,902	1947	11	22	2017
	T-524	SHED	161,667	163,974	166,282	168,589	2,307	4 Years/100,000 Miles	4	2011	11	100,000	-70,896	1986	11	22	2017
	T-547	SHED	89,078	104,457	119,835	135,214	15,379	7 Years/150,000 Miles	7	2008	11	150,000	-593	2016	11	22	2017
	T-538	TAOS TRUCK	13,310	30,455	47,599	64,744	17,145	7 Years/150,000 Miles	7	2018	9	150,000	68,111	2019	8	17	2019
	M-577	BOBCAT	N/A	N/A	N/A	N/A		15 Years	15	2029	1	---	---	---	0	1	2027
	T-590	ESP TRUCK				0	12,000	7 Years/150,000 Miles	7	2023	4	150,000	138,000	2026	1	5	2025
	T-564	TRAILER	N/A	N/A	N/A	N/A		15 Years	15	2028	1	---	---	---	0	1	2027

Date: July 1, 2016 | Red = Estimated Data | Up for Replacement | Close to Replacement | Nearing Replacement

Capital Improvement Planning Cycle

The Capital Improvement Planning Cycle is longer than the operating budget process due to the preparation, scope, and cost involved with the projects. Grant-funded projects must be identified well in advance of planned execution so that applications can be filed and approved. Furthermore, construction projects must be preceded by preliminary engineering and design work to determine the scope and specifications of the project.

The Budget Calendar, on page 35, incorporates the Capital Improvement Planning cycle for the 2017-27 Capital Improvement Plan (CIP).

State Transportation Improvement Program

The planning cycle for grant-funded projects begins with the development of the District's CIP for incorporation into the State Transportation Improvement Program (TIP). The Statewide Transportation Improvement Program (STIP) is the State's four-year multi-modal transportation preservation and capital improvement program. The STIP includes the Transportation Improvement Program (TIP) from the MPOs and RTPO's. The TIP documents transportation related capital projects within the region for which Federal funding will be requested. Projects must appear in the TIP to receive funding consideration. The District's Long-Range Plan and its related Short-term Strategic Plan guides the CIP and TIP. These plans articulate the types of services and markets the District expects to serve.

Capital Budget Appropriations

The budget process culminates when the Board approves the budget and establishes appropriations for the upcoming Fiscal Year. With respect to the Capital Budget, appropriation varies depending on needs of the growing services within the District. All grant-funded projects are accounted for in the Capital Improvement Plan and projects in this Fund are normally supported through various combinations of Federal and State grants, local matches for these grants, and/or 100 percent local funds. The Board also approves grant applications and the acceptance of awards, which commits the District to providing matching funds when grant funds are award and subsequently drawn. Once approved, the District may draw against the grant until the project is completed or the time limit on the grant has expired. Grant awards can only fund projects specified in the application unless the Federal Transit Administration (FTA) or grantor agency approves an amendment.

Capital Improvement Financial Policies

The Board has established a set of financial policies including some to ensure that adequate funds are regularly invested in maintaining the District's capital assets. These policies, which are highlighted in the Budget Guide on page 32-33, are used as goals for planning and controlling.

Capital Improvement Criteria

Capital project requests for consideration in the 2017 – 2027 CIP far exceeded available resources. As a result, established guidelines are used to prioritize projects and replacements. The following criteria provide a basis for preliminary capital investment decisions:

The value and useful life of the capital asset

- ✓ To be included in the Capital Improvement Plan, the asset must have a value of $5,000 or more and have a useful life exceeding one year.

The availability of resources to fund the Capital Improvement Plan, including grant resources

- ✓ The availability of grant resources against which local funds can be leveraged greatly enhances the likelihood of approval.

The age and condition of the capital asset

- ✓ Assets that are older and in poor condition generally rank higher on the rehabilitation or replacement list. Specific vehicle replacement programs have been established for buses and non-revenue vehicles.

The relative cost to the District for the benefit obtained

- ✓ Benefits may be measured in terms of avoided cost or the ability of the improvement to recover the capital investment within a given period.

Value engineering considerations with regard to the scheduling/order of projects

- ✓ The relationship between projects is an important consideration in the scheduling of construction projects. For example, major rehabilitation to a building might coincide with a scheduled replacement to its HVAC to achieve economies and avoid a duplication of effort.

Priority Areas

In addition to these criteria, all capital projects must relate to one of the following priority areas to be considered for approval. Capital projects, which address multiple priority areas, have a greater likelihood of approval.

During this planning cycle, priority areas of the District were defined as:

- **Ridership** – Maintaining current riders and attracting new customers
- **Cycle Replacements** – Maintaining the District's current 'core business' through investments in projects which are necessary in order to operate the existing infrastructure or add an additional dimension/mode to existing systems
- **Health and Safety** – Ensuring the physical well-being of the District's customers, employees, and the general public
- **Mandates** – Ensuring compliance with Federal and State mandates such as the Americans with Disabilities Act
- **Technologies/Efficiencies** – Instituting improvements which can produce operating efficiencies and make better use of resources or implementing projects which minimize additional operating expenses

- **Environmental Impact** – Investing in equipment, adapting facilities or enhancing service infrastructure to support overall environmental benefits such as improved air quality

- **Transit Oriented Development** – Investing in projects that stimulate the development of current property with opportunities for private investment, increased revenue and ridership and encouraging partnerships with other organizations

The largest portion of the 2017 Capital Budget appropriations, $1.4 million or 26.7 percent, are for projects included within the Cycle Replacement category that replaces existing buses. This is followed by the Building Projects category that includes projects that have a federal mandate for ADA Compliant Bus Stops and Shelters in our system with $385,000, or 17.0 percent. The remaining categories making up the balance of the budgeted capital projects of $457,530.

Financial Capacity

The nature of public transit requires that the District pursue a capital-intensive budget. The District's capacity to support its ongoing CIP depends on the availability of governmental grants, and local matching funds. In addition to determining the method of financing a project, capital investment decisions by the District also take into account a project's impact on operating costs. If a new facility is built, the operating budget must be capable of supporting any additional costs or be positioned to take advantage of efficiencies.

Federal Sources

Federal grants will provide a projected $1.4 million or 63.5 percent of the District's capital improvement plan revenue stream during FY2017 and over the ten year CIP is expected to provide close to 55 percent of the funding needs for the District's programmed capital projects. Most major Federal grant programs require a local match, normally 20 percent, though in some isolated grant awards a 10 percent or no local match is required. During FY 2016, a new Transportation Act entitled "Fixing America's Surface Transportation" (FAST) was approved by Congress. Though the FAST act legislation clarified available financial resources in the short-term, the long-term Federal funding commitment to public transportation remains uncertain.

Rural Area Formula - Section 5311 Capital Grants

Rural Area Capital grants are provided under Section 5311 of the Fast Act. Resources were and continue to be allocated to rural areas according to a formula and are matched on an 80 percent Federal and 20 percent local basis. These funds are distributed by the New Mexico State Transportation Department, Rail and Transit Division based upon established criteria. To the extent permitted by law, FTA gives the states maximum discretion in designing and managing the Section 5311 program to meet its rural public transportation needs. Where possible, FTA defers to a state's development of program standards, criteria, procedures, and policies to provide the state with the flexibility it needs to standardize its management of FTA assistance and related state programs.

Elderly and Disabled Funding – Section 5310

Elderly and Disabled Grant Funds are provided under Section 5310 of the Fast Act. Resources were and continue to be allocated to impacted areas according to NMDOT discretion and are matched on an 80 percent Federal and 20 percent local basis.

Transit Planning Grants – Section 5304

Transit Planning Grant Funds are provided under Section 5304 of the Fast Act. Resources were and continue to be allocated to entities according to NMDOT discretion and are matched on an 80 percent Federal and 20 percent local basis.

Non-Traditional Federal Sources

Non-traditional Federal awards, including competitive and earmark grants, fall outside of the programs discussed above. Transportation Alternative Project (TAP) funds are available for the Department of Transportation under the Federal Highway Administration (FHWA), but the District has been successful in securing these funds for ADA compliant bus shelters including their planning and design.

State Capital Outlay

Administered through the New Mexico Department of Finance & Administration (DFA), the State has focused on State funding contributions that are project-specific. In FY 2014, the State awarded $161,188 of funds for bus replacements. In FY 2015 and FY2016 the District received a$173,972 in awards for bus replacements. For FY2017 the District has been awarded $93,000. In future budget years the District will continue to submit applications for State funding in support of the multi-year bus replacement program.

Local Sources

The Capital Improvement Plan Budget requires local resources to support the match for most grant funded projects as well as to support 100 percent locally funded projects for the District. In 2017, the local support for the District's capital program is $732,957.

Operating Impacts

A benefit of considering the Operating and Capital Budgets concurrently is the ability to gauge the impact of Capital Improvement decisions on the Operating Budget. In 2017 the financial requirements and programmed activities within the District's capital program will have no impact the Operating Budget. All the items replace current assets that have operating budget current assigned, or provide technological efficiencies that are unquantifiable at this time.

Capital Projects

In 2017, the District's Capital Improvement Budget for the upcoming year is $2,260,415. The inclusion of capital projects within this fund is based upon the establishment of budget appropriation District and includes projects that may have already received grant-funding, projects in the preliminary application stage, those included in the Transportation Improvement Program (TIP), or projects supported by 100 percent local funds. The following highlights some of the

larger programmed Capital Improvement Projects in 2017. Please refer to page 16 for a complete list of projects in FY2017 and the long range capital improvement plan at the end of this section for more long-term projects.

Bus/Paratransit Replacement Programs - $1.5 million
The 2017 CIP includes the scheduled fourth year of its bus replacement program and continues to focus on the District's existing revenue fleets through a multi-year bus replacement program to improve the dependability of the District's bus fleet. Programmed capital budget appropriations include $1.2 million for replacement buses, $0.2 million for replacement demand response vans, and a $35,000 for replacement commuter vehicles. Grant funding for these amounts will become available in October 2016 through a series of grant executions of new grant awards.

Bus Shelters Improvements - $395,000
This will be the third round of Transportation Alternative Project Funds that will determine, design, and improve existing stops with in the District to meet current ADA accessibility standards, along with other 100 local funds to fix and improve stops that need attention in FY2017.

Technological Improvements to Equipment & Vehicles - $247,000
With the exception of $191,537 for the up fitting of Taos buses with the NCRTD's Intelligent Transit System (AVAIL), all budget appropriation within this category in FY 2017 is for on-going information technology projects throughout the District including DVR replacements in buses to Apollo DVR systems and the voicemail system improvements.

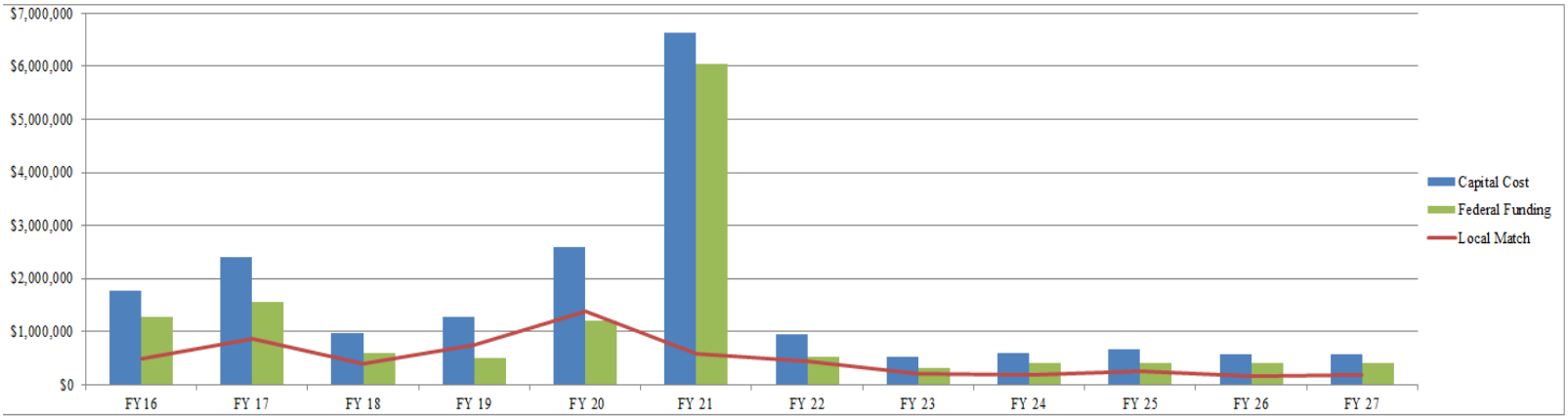
Facilities Improvements - $165,000
The Facilities Improvements budget appropriation of $165,000 in 2017 are concentrate on constructing the emergency generator for the administration building, a new copier after 5 years, and remodeling the current administration building for more office space for staff in operations.

CAPITAL IMPROVEMENT PLAN

			FY14 Actual	FY15 Actual	FY16 Budget	FY16 Projections	FY17 Budget Request
Non-RTD							
500	6330105	Buildings	5,916	5,635	51,000	300,000	385,000
500	6330110	Computers			224,067	21,000	30,993
500	6330115	Furniture & Fixtures			5,000		40,000
500	6330125	Other Capital Expenses	359,810	170,803	151,000	5,000	195,000
500	6330135	Passenger Bus	75,245	157,835	1,928,251	1,445,307	1,417,885
500	6330145	15 Passenger Van w/Lift			39,000		
500	6330155	Bus Shelters		131,460			
500	6330160	Mobile Radios		-			
500	6330100	Capital Expenses		222			
500	6330130	Benches and Signage		-			191,537
		Total Non-RTD	440,971	465,956	2,398,318	1,771,307	2,260,415

LONG RANGE CAPITAL IMPROVEMENT PLAN

Capital Improvement Plan 4-22-2016	FY16	FY 17	FY 18	FY 19	FY 20	FY 21	FY 22	FY 23	FY 24	FY 25	FY 26	FY 27	
Fleet Replacement	$1,445,307	$1,452,885	$736,000	$637,000	$903,000	$817,000	$655,000	$402,000	$500,000	$500,000	$500,000	$500,000	
Maintenance Facility					$503,000	$5,668,552							
Paving bus parking area				$200,000									
Bus Protective Awnings					$422,500								
PV panels and electrical conversion to power RTD Facilities					$150,000								
Transit Orientated Development Site Planning			$70,000										
Consolidation Study		$150,000											
75 Shelters (15/yr @$4,000 ea. X 5 years)				$60,000		$60,000		$60,000		$60,000		$60,000	
Fueling Facility				$200,000									
Satellite Facilities (SF)				$150,000									
Signage, trash receptacles and Schedule holders at bus stops (100@$500 ea.)				$10,000			$10,000			$10,000			
Emergency Electrical Generator - Building	$20,000	$103,000											
Afterhours security gates (front and side entrance)													
Bus stop improvements (varies)	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	$10,000	
Records software and Archival System					$75,000								
ADA Plan Implementation	$195,000	$360,000											
Brush Hog attachment	$5,000												
Solar Lighting Shelters and Stops	$50,000	$25,000	$50,000		$50,000		$50,000		$50,000		$50,000		
Bus DVR replacements (5 @$5,000)		$25,000				$25,000			$25,000				
Office Addition & Furniture	$25,000	$22,000											
Automatic Passenger Counters	$21,000	$191,537			$469,857								
Automatic Announceators							$229,445						
Automatic Bus Inspection								$57,492					
Automatic IVR		$30,993											
Paving /site improvements Taos facility -storage aprons			$30,000										
Main Server Replacment			$20,000							$25,000			
Replacement of Finance Software			$60,000										
Copier Replacement		$40,000				$45,000				$50,000			
Mobile Data Terminals					$ 5,000			$5,000		$5,000		$5,000	
Total	**$1,771,307**	**$2,410,415**	**$976,000**	**$1,267,000**	**$2,588,357**	**$6,625,552**	**$954,445**	**$534,492**	**$585,000**	**$660,000**	**$560,000**	**$575,000**	**$19,507,568**
Federal 80%/50% 0.8 0.5	$1,281,886	$1,554,458	$588,800	$509,600	$1,200,250	$6,038,724	$524,000	$321,600	$400,000	$400,000	$400,000	$400,000	
Local Match 20%/50%	$489,421	$855,957	$387,200	$757,400	$1,388,107	$586,828	$430,445	$212,892	$185,000	$260,000	$160,000	$175,000	$5,888,250



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NORTH CENTRAL REGIONAL TRANSIT DISTRICT
1327 N. RIVERSIDE DR.
ESPAÑOLA, NM. 87532
Tel: 866.206.0754
www.ncrtd.org

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - E

Title: Discussion and consideration of Resolution No. 2016-21 providing for the adoption of the 2017 Compensation Plan, Adoption of the Employee Performance Increase Matrix and distribution of salary increases for Fiscal Year 2017 for non-represented positions.

Prepared By: Anthony J. Mortillaro, NCRTD Executive Director

Summary: The attached resolution provides for acceptance of the Non Represented Employees Compensation Plan and a Performance Increase Matrix for distribution of the budgeted performance increase for fiscal year 2017. This compensation plan and resolution will only apply to those positions that are not covered by a Collective Bargaining Agreement (CBA). At this point since we have commenced Collective Bargaining it is unknown what the increase will be in FY2017 for positions covered by the Collective Bargaining Agreement (CBA).

Background: In fiscal year 2014 the district budgeted for a 3.5% increase in compensation and pay indexed benefit costs. For fiscal year 2015 the same amount had been placed in the budget for compensation increases. For FY 2016 the Compensation Plan included a 3% overall budgetary impact in compensation costs, an adjustment of some pay ranges and reclassification changes that were outlined in the Budget summary. For FY 2017 the Compensation Plan includes a 3% overall budgetary impact in compensation costs and an adjustment of pay ranges pursuant to the Market Study that was reviewed by the Finance Subcommittee in January, 2016. Some of the modifications in pay ranges will result in adjustments to individual employees' salaries that occupy those classifications.

The District ascribes to a pay for performance system for non-represented employees. For FY 17 the Performance Increase Matrix has been evolved to provide for a differentiation of performance increases tied to certain performance scores. As a result, those employees whose score is indicative of truly meritorious performance would receive a greater increase than those whose performance is not as ambitious. An employee receiving a score of less than 3.0, which means that they are either partially meeting expectations or in need of improvement will not be eligible for a performance adjustment. The recommended FY 2017 Matrix remains the same as it was in FY 16 in respect to the maximum percentage available for an increase however the performance score segments have changed in order to match the Districts new computerized performance system which utilizes a 1-5 rating criteria.

Following are the applicable sections of the Personnel Rules and Regulations regarding compensation:

3.6 Compensation Policy.

Compensation for District employees shall be equitable and competitive with the market and in accord with the District's ability to pay.

It is the policy of the District that the comprehensive Compensation Plan, for all classifications of the District is subject to and limited to availability of funding as may be determined by the Board. The Board shall be the final arbiter of available funds.

3.7 General Wage/Salary Adjustments.

It is the intent of the District to consider prevailing practices related to cost of living and market trends in establishing wages and salaries which constitute the formal Compensation Plan. On all occasions any change in compensation will ultimately be based upon the anticipated affect(s) upon the District budget. The Executive Director, based upon Board of Director's approval, will make final determination of any changes to the salary scale. Where general, across-the-board adjustments are approved, the change will be effective on a date determined and approved by the Board of Directors. General adjustments are separate and distinct from performance recognition increases. General adjustments may affect the Compensation Plan only, thus shifting the pay of all employees in relation to the midpoint without changing individual compensation.

3.8 Cost-of-Living vs. Market.

Adjustments to the Compensation Plan may be determined periodically through analysis of market trends in comparison to cost-of-living (COL). This may be done once per year and the District may utilize either market survey results or cost-of-living index data (federal) or a combination of both. All employees, regardless of employment status, except those being red circled (frozen for having reached the top of their salary scale), shall receive the benefits of such general COL adjustments to the pay plan unless such employees are represented by a union and such adjustments if any are governed by a collective bargaining agreement.

In determining the total compensation value of the position, benefits and changes to overall costs of the District from Employer contributions must be considered. Base salary plus all employer cost of benefits constitutes total compensation. In comparing benefit packages provided in the labor market, the District may evaluate both level and cost of benefits or other factors as deemed appropriate.

3.9 Preparation of the Compensation Plan—Salary Ranges.

A comprehensive Compensation Plan for all classifications in the District shall be prepared under the direction of the Executive Director. The Compensation Plan shall take into consideration experience in recruiting for positions for the District, prevailing rates of pay in comparison to similar services in public and private employment (to the extent that such data is available), cost of living, and other benefits received by District employees, and the District's financial condition and ability to pay.

3.10 Adoption of the Compensation Plan.

The Compensation Plan (whether a part of a Compensation and Classification policy or otherwise) shall be adopted by resolution of the Board.

3.11 Revision to the Compensation Plan.

The Compensation Plan may be revised upon the recommendation of the Executive Director and the approval of the Board.

3.12 Administration of the Compensation Plan.

The approved Compensation Plan shall constitute the official schedule of salaries for all classifications in the District to which such Compensation Plan is applicable. The rates of pay for all persons in the District shall be approved by the Executive Director and no salaries shall be approved unless they conform to the approved Compensation Plan.

No employee in the District shall be paid a salary less than the minimum nor greater than the maximum of the salary range for the classification as fixed by the Compensation Plan unless otherwise provided for in the Rules or approved by the Executive Director.

The entrance rate payable to any employee upon appointment to a position in the District shall be the minimum rate in any applicable salary range, unless a higher rate, in-grade hire, is authorized by the Executive Director because of the candidate's exceptional qualifications, difficulty in recruitment, or other valid reason.

Progression within the salary range shall be based upon performance and shall require the approval of the Executive Director. Supervisors and the Executive director shall consider an employee's compliance with District policies and procedures, performance, competence and job knowledge when evaluating any increase in pay of an employee.

Recommended Action: It is recommended that the Board discuss and consider approval of Resolution No. 2016-21 adopting the FY 2017 Compensation Plan and Performance Increase Matrix for Non-Represented Positions.

The Finance Subcommittee met on May 27, 2016 and recommends that the FY17 Compensation Plan and Performance Increase Matrix be considered as presented.

Options/Alternatives: The Board may consider the following options/alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Finance Subcommittee and Resolution; or
3. Request that Staff return with additional information to address any Board concerns; or
4. Amend the resolution and then take action to adopt.

Fiscal Impact: The FY 17 Budget contains sufficient funds for adoption of the Compensation Plan and distribution of performance increases based upon the Performance Increase Matrix.

Attachments:
- Resolution No. 2017-21
- FY 17 Compensation Plan
- FY 17 Performance Increase Schedule

North Central Regional Transit District (NCRTD)

Resolution No. 2016-21

ADOPTION OF A COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX FOR FISCAL YEAR (FY) 2017 FOR NON-REPRESENTED POSITIONS

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Personnel Policies Section 3.10 requires that the compensation plan be adopted by resolution; and

WHEREAS, the NCRTD conducted a market analysis that was presented to the Finance Subcommittee at their January 2016 meeting, and whereby said results have been incorporated into the FY 2017 Compensation Plan for non-represented employees; and

WHEREAS, the NCRTD Board has approved the FY 2017 Budget which includes funding for implementation of the FY 2017 Compensation Plan and performance increases for non-represented employees to be distributed as reflected in the attached Performance Increase Matrix in concert with the Districts adopted Personnel Policies.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2017 COMPENSATION PLAN AND PERFORMANCE INCREASE MATRIX ARE APPROVED AND ADOPTED AS ATTACHED HERETO AS EXHIBITS "A" AND "B" ON THIS 5th DAY OF June 2015.

_____
Daniel Barrone, Chair

Approved as to form:

_____
Peter Dwyer, Counsel

North Central Regional Transit District (5/27/2016V)
Compensation Plan - Fiscal Year 2017 - Non Represented (Effective 7-1-2016 Thru 6-30-17)

EXHIBIT - A

Job Title	Minimum	MidPoint	Maximum	FSLA Status	Job Code	Department
Finance Director**	$87,616	$109,520	$131,424	Exempt	110	Administration
Transit & Facililties Operations Director**	$81,037	$101,296	$121,555	Exempt	200	Operations
Human Resources, Safety & Risk Director**	$67,193	$83,991	$100,790	Exempt	120	Administration
Fleet & Facilities Maintenance Manager	$55,798	$69,748	$83,698	Exempt	220	Operations
Transit Planning, Projects and Grants Manager	$54,355	$67,944	$81,532	Exempt	130	Administration
Public Information Officer	$54,355	$67,944	$81,532	Exempt	125	Administration
Financial Analyst	$50,999	$63,749	$76,499	Exempt	115	Administration
Transit Shift Supervisor	$44,361	$55,451	$66,541	Non exempt	205	Operations
Regional Transit Planner	$44,210	$55,262	$66,315	Exempt	129	Administration
Marketing & Communications Specialist	$43,835	$54,794	$66,753	Exempt	117	Administration
Executive Assistant **	$42,138	$52,672	$63,206	Non exempt	135	Administration
Financial Specialist	$36,746	$45,932	$55,119	Non exempt	116	Administration
Fleet Mechanic	$36,253	$45,316	$54,379	Non exempt	228	Operations
Facilities Maintenance Specialist	$35,470	$44,337	$53,205	Non exempt	225	Operations
Administrative Specialist	$34,916	$43,645	$52,374	Non exempt	230	Operations
Fleet & Facilities Maintenance Worker	$30,889	$38,611	$46,333	Non exempt	226	Operations

**At will positions

EXHIBIT - B

NCRTD - Performance Increase Schedule - FY 2017 (Effective 7-1-2016 Thru 6-30-2017)

Performance Adjustment

Employee pay rate falls below pay plan maximum. Increases are added to the base pay.

Performance Score	<3	3.00-3.25	3.26-3.5	3.51-3.75	3.76-4.00	4.1-4.25	4.26-5.00
	0.00%	2.00%	2.25%	2.50%	3.00%	3.50%	4.00%
Needs Improvement		Contributor				Valued Performer	High Performer
Unacceptable		Acceptable					

Performance Recognition - One Time Salary Distribtuion

Employee pay rate falls at or above maximum. Award treated as a one time distribution and not added to the base pay.

	0.00%	2.00%	2.25%	2.50%	3.00%	3.50%	4.00%
Needs Improvement		Contributor				Valued Performer	High Performer
Unacceptable		Acceptable					

Evaluation Form Performance Ratings and Numerical Score:

Performance Rating	Score
High Performer	5
Valued Performer	4
Contributor	3
Needs Improvement	2
Unacceptable	1

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - F

Title: Discussion and Possible Action and Direction to In-Source Legal Services and to Adopt Resolution No. 2016-22 Amending the FY 2017 Compensation Plan for Non-Represented Employees

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The District has historically obtained it legal services through an outsourced contract. The District currently pays a rate of $165 per hour. Recently, the District was approached regarding the possibility of considering the performance of legal services in house. The issue of bringing legal services in house was discussed with the Finance Subcommittee at their May 27, 2016 meeting and they have recommended that the Board consider approving the in-sourcing of legal services.

Background: In regards to the concept of in-sourcing legal services, Staff evaluated approximately 5 1/2 years' worth of legal fees and determined that legal services being performed in house on a part-time basis could be advantageous to the District. Following is the data regarding the annual cost of legal services over the last 5 1/2 years:

1. Lowest monthly charge

Min of Document Amount	Column Labels
Row Labels	Basham & Basham P C
FY2011	2,758.78
FY2012	2,142.11
FY2013	1,541.67
FY2014	1,553.03
FY2015	2,588.39
FY2016YTD 4.1.2016	3,377.73
Grand Total	**1,541.67**

2. Highest monthly charge

Max of Document Amount	Column Labels
Row Labels	Basham & Basham P C
FY2011	8,460.26
FY2012	9,131.03
FY2013	15,333.42
FY2014	11,631.28
FY2015	14,769.76
FY2016YTD 4.1.2016	16,108.06
Grand Total	**16,108.06**

3. Annual average fee by year

Average of Document Amount	Column Labels
Row Labels	Basham & Basham P C
FY2011	4,697.71
FY2012	4,111.38
FY2013	5,105.00
FY2014	4,844.82
FY2015	8,794.79
FY2016 YTD 4.1.2016	8,122.86
Grand Total	**5,710.57**

4. Annual costs

Sum of Document Amount	Column Labels
Row Labels	Basham & Basham P C
FY2011	56,372.49
FY2012	49,336.61
FY2013	40,840.02
FY2014	53,292.97
FY2015	61,563.52
FY2016YTD 4.1.2016	81,228.57
Grand Total	**342,634.18**

Mr. Peter Dwyer, current contract legal counsel with the firm of Basham & Basham, has indicated an interest in serving as the District's in house legal staff on a 21 hour per week basis. The position if approved by the Board would be overseen by the Executive Director, and it would be an at-will position as well as FLSA exempt and subject to the District's Personnel Rules and Regulations. Furthermore, if the work activities of the positon required working in excess of 21 hours per week on a non-reoccurring basis there would not be any additional compensation beyond the 21hour maximum. The position would be eligible for pro-rated benefits.

The work schedule would initially be 4 hours/week Monday – Thursday and 5 hours on Fridays. This schedule would be subject to modification after several months in order to determine what would be the best work hours/days to meet the Districts needs and to balance the employee's commuting time.

In the event that the Board approves the position, our Personnel Rules and Regulations do not require that the position be posted and that a recruitment campaign be conducted; see 2.17 B, below. Following are the specific sections of the Personnel Rules and Regulations that govern recruitment and selection:

2.1 Job Posting.

A. Unless a position is filled by promotion or internal lateral transfer, all vacant, or to become vacant, classified positions shall be posted on designated District bulletin boards and advertised internally for a minimum of ten (10) days to allow current interested employees the opportunity to apply and advance in their careers in the District. Internal posting and recruitment does not preclude the NCRTD from performing concurrent external recruitment efforts.

B. During the 10-day internal recruitment period the position may be filled without recourse to a List of Eligibles. Following the 10-day internal recruitment period the vacant position may only be filled by a candidate off of the List of Eligibles.

2.17 Type of Employees.

A. Classified Regular employee is a budgeted, full or part-time position, duties of which do not terminate at any stated time. An employee working 40 hours minimum per week is eligible to receive full fringe benefits. An employee working not less than 21 hours and nor more than 39 hours per week is entitled to partial fringe benefits on a pro rata basis.

B. Exempt Employee (Non-classified) is a budgeted, full or part-time position, exempt from the classified service and FSLA.

C. Limited term employee is the employment of a person for a limited and specified time period, e.g., one year or longer subject to funding for the project or program, with benefits and subject to all personnel rules and regulations, except for the right of appeal regarding the expiration of the appointment or as otherwise stated herein.

D. Temporary employee is hired to perform a job which is limited in nature or is on a seasonal basis and which will not exceed twelve months of employment unless otherwise approved by the Executive Director. Temporary employees are not eligible for benefits and have limited remedies for employment disputes as stated herein.

E. Employees of temporary status may be converted to regular or limited term status in the same classification and credited with up to six months' service towards completion of the probationary period at the time of the conversion with the approval of the Executive Director.

F. Temporary employees may fill in for Classified Regular Employees on Long Term Disability, Family Medical Leave, Worker's Compensation or Extended Leave without pay. If the temporary assignment lasts for more than six (6) months, these employees will receive the same insurance and paid leave benefits as Classified Regular Employees, beginning the seventh (7th) month of their employment. However, these employees will remain temporary for all other purposes.

Recommended Action: It is recommended that the Board approve the in-sourcing of Legal Services and approve Resolution No. 2016-22 authorizing the addition of the part-time position of Attorney to the FY 2017 Compensation Plan for Non-represented employees and authorize the Executive Director to implement the addition of a Legal Services Division.

Options/Alternatives:

1. Take no action; or
2. Adoption of the recommendation of the Finance Subcommittee; or
3. Request that Finance Subcommittee return with additional information to address any Board concerns then take action to adopt.

Fiscal Impact: Staffing cost: $40/hour* X 21 hours/week X 40% benefit load X 52 weeks = $61,152/year (staffing cost totals $43,680, benefits equal $17,472); *hourly rate was established by surveying salaries of assistant city attorney's working for the City of Santa Fe. In order to determine a pay range, data at salary.com for attorney's in Santa Fe, was reviewed. Based upon that data and our salary plan the salary range would be $67,193 ($32.30/hr.) - $100,790 ($48.46/hr.).

Office expenses: annual bar licensing fee $410/year, annual legal transit conference $2000; a fully outfitted vacant office with computer is current available therefore no additional IT costs would be required.

Total costs: $63,562

In comparison the annual average annual fee was $68,520. Legal expenses performed in-house would result in an annual fixed expenditure. Internal legal services would be provided clerical support by the Executive Director's Executive Assistant. Whereas, contractual legal services are open-ended and the management of the services is quite challenging. Often times multiple attorneys charge for various levels of review.

Attachments:

- Resolution No. 2016-22
- Amended Compensation Plan

North Central Regional Transit District (NCRTD)

Resolution No. 2016-22

ADOPTION OF A RESOLUTION AMENDING THE ADOPTED COMPENSATION PLAN FOR FISCAL YEAR (FY) 2017 FOR NON-REPRESENTED POSITIONS TO ESTABLISH A COMPENSATION RANGE FOR THE POSITION OF ATTORNEY

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Sections 73-25-1 through 73-25-19); and

WHEREAS, the NCRTD is a subdivision of the State of New Mexico with all the authority and duties of the same; and

WHEREAS, the Board has the authority to make and pass resolutions necessary for the execution of the powers vested in the District; and

WHEREAS, the NCRTD Personnel Policies Section 3.10 requires that the compensation plan be adopted by resolution; and

WHEREAS, the NCRTD conducted an analysis regarding the in-sourcing of legal services and has determined that it will be advantageous to the NCRTD to add a part-time position of Attorney; and

WHEREAS, the NCRTD Board has approved the FY 2017 Budget which includes funding for implementation of the FY 2017 Compensation Plan and for funding of legal services.

NOW THEREFORE BE IT RESOLVED THAT THE FY 2017 COMPENSATION PLAN SHALL BE AMENDED TO ADD THE POSITION OF ATTORNEY AND IS HEREBY APPROVED AND ADOPTED AS ATTACHED EXHIBITS "A" ON THIS 10th DAY OF JUNE 2016.

_____
Daniel Barrone, Chair

Approved as to form:

_____
Peter Dwyer, Counsel

North Central Regional Transit District (5/27/2016V) Amended by Board Resolution No. 2016-22
Compensation Plan - Fiscal Year 2017 - Non Represented (Effective 7-1-2016 Thru 6-30-17)

EXHIBIT - A

Job Title	Minimum	MidPoint	Maximum	FSLA Status	Job Code	Department
Finance Director**	$87,616	$109,520	$131,424	Exempt	110	Administration
Transit & Facililties Operations Director**	$81,037	$101,296	$121,555	Exempt	200	Operations
Attorney**	$67,193	$83,991	$100,790	Exempt	140	Administration
Human Resources, Safety & Risk Director**	$67,193	$83,991	$100,790	Exempt	120	Administration
Fleet & Facilities Maintenance Manager	$55,798	$69,748	$83,698	Exempt	220	Operations
Transit Planning, Projects and Grants Manager	$54,355	$67,944	$81,532	Exempt	130	Administration
Public Information Officer	$54,355	$67,944	$81,532	Exempt	125	Administration
Financial Analyst	$50,999	$63,749	$76,499	Exempt	115	Administration
Transit Shift Supervisor	$44,361	$55,451	$66,541	Non exempt	205	Operations
Regional Transit Planner	$44,210	$55,262	$66,315	Exempt	129	Administration
Marketing & Communications Specialist	$43,835	$54,794	$66,753	Exempt	117	Administration
Executive Assistant **	$42,138	$52,672	$63,206	Non exempt	135	Administration
Financial Specialist	$36,746	$45,932	$55,119	Non exempt	116	Administration
Fleet Mechanic	$36,253	$45,316	$54,379	Non exempt	228	Operations
Facilities Maintenance Specialist	$35,470	$44,337	$53,205	Non exempt	225	Operations
Administrative Specialist	$34,916	$43,645	$52,374	Non exempt	230	Operations
Fleet & Facilities Maintenance Worker	$30,889	$38,611	$46,333	Non exempt	226	Operations

**At will positions

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - G

Title: Resolution No. 2016-23 Disposal and Donation of Obsolete Fleet

Prepared By: Troy Bingham, Finance Director

Summary: The proposed resolution authorizes the disposal and donation of certain NCRTD obsolete fleet.

Background: The NCRTD Property Disposal Committee (Santa Fe City Official Designee Isaac Pino, Rio Arriba County Official Designee Thomas Campos, City of Espanola Official Designee Tim Salazar) met on June 10, 2016, to inspect and review the recommended disposal/donation of certain obsolete fleet and miscellaneous District property determined to be obsolete and that has met its useful life. The attached list "2016 Rolling Stock Disposal Priority Justification" describes all items approved by the committee, which is categorized by the method of disposal.

Recommended Action: It is recommended that the Board adopt Resolution No. 2016-23. The lists of items were reviewed and recommended by the NCRTD Property Disposal Committee.

Options/Alternatives:
- Take no action and property will deteriorate and continue to depreciate and lose value or
- Adopt the resolution (recommended).

Fiscal Impact: Vehicles are either being donated or cannibalized, so no proceeds are expected from these disposals

Attachments:
- Resolution No. 2016-23
- 2016 Rolling Stock Disposal Priority Justification

North Central Regional Transit District (NCRTD)

Resolution No. 2016-23

APPROVAL TO DISPOSE AND DONATE NCRTD OBSOLETE FLEET

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004; and

WHEREAS, the NCRTD staff is entering its 9th year of providing public transit services in North Central New Mexico and, from time to time, has property that is worn-out, unusable or obsolete to the extent that the item or items are no longer economical or safe for continued use by the NCRTD; and

WHEREAS, the NCRTD Property Disposal Committee met on June 10, 2016 to inspect the recommended disposal of obsolete fleet and certain miscellaneous District Property in which it was determined to be obsolete and has met its useful life. The attached list "2016 Rolling Stock Disposal Priority Justification" describes all items approved by the committee and categorized by the proposed method of disposal.

NOW, THEREFORE BE IT RESOLVED THAT the North Central Regional Transit District Board adopts the disposal and donation of all reviewed and recommended obsolete fleet (attachment 2016 Rolling Stock Disposal Priority Justification), by the NCRTD Property Disposal Committee on June 10, 2016.

ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10th DAY OF JUNE, 2016.

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Daniel Barrone, Chairman

Approved as to form:

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Peter Dwyer, Counsel

2016 FLEET DISPOSAL PRIORITY LIST

QTY.	UNIT #	PLATE #	YEAR	VIN NUMBER	MAKE	MODEL	GVW	LENGTH	SEATS	CONFIG	MILEAGE	JUSTIF CODE	DISPOSITION
1	T-536	001501 S/G	2009	1FDEE35L49DA52776	FORD/GOSHEN	E-350	12,500	20'	13	CUTAWAY	156,150	A,B, TRANSMISSION	CANNIBALIZE
2	T-552	G-83610	2010	1FDEE3FL5ADA55897	FORD/STARTRANS	E-350	11,500	20'	14	CUTAWAY	131,373	A,B, NO LIFT	DONATE
3	T-561	G-84404	2011	1FTDS3EL4BDB25739	FORD/BRAUN	E-350	9,500	15'	8	HI-TOP	101,227	A,B, MANUAL DOOR	DONATE
4	T-562	G-84405	2011	1FTDS3EL0BDB25740	FORD/BRAUN	E-350	9,500	15'	8	HI-TOP	160,439	A,B, MANUAL DOOR	DONATE
5	T-563	G-84403	2011	1FTDS3EL2BDB25741	FORD/BRAUN	E-350	9,500	15'	8	HI-TOP	113,211	A,B, MANUAL DOOR	DONATE
6	T-302	G-66077	2006	1FDWE35LX6DA06031	FORD/GOSHEN	E-350		20'	10	CUTAWAY	85,485	A	DONATE
7	T-537	G-81426	2010	1FDEE3FL5ADA05971	FORD/STARTRANS	E-350	11,500	20'	11	CUTAWAY	223,424	A-B	DONATE
8	T-301	G-57366	2003	1FDXE45F43HB65488	FORD/GOSHEN	E-350		20'	14	CUTAWAY	215,671	A-B	DONATE

JUSTIFICATION CODES

A=MEETS OR EXCEEDS NMDOT REPLACEMENT AGE CRITERIA

B=MEETS OR EXCEEDS NMDOT REPLACEMENT MILEAGE CRITERIA

C=EXCESSIVE REPAIR COSTS EXCEEDING 75% OF PURCHASE PRICE TO DATE AND/OR IN NEED OF MAJOR REPAIRS

NMDOT REPLACEMENT CRITERIA

VANS/CUTAWAYS (16-28) FEET (6,000-40,000) GWV (8-22) PASSENGERS 4 YEARS OR 100,000 MILES

SMALL BUSES (25-35) FEET (10,000-16,000) GVW (16-25) PASSENGERS 5 YEARS OR 150,000 MILES

MEDIUM BUSES 30 FEET (16,000-26,000) GVW (22-30) PASSENGERS 7 YEARS OR 200,000 MILES

HEAVY DUTY SMALL BUSES 30 FEET (26,000-33,000) GVW (26-35) PASSENGERS 10 YEARS OR 350,000 MILES

HEAVY DUTY LARGE BUSES (35-48) FEET (33,000-40,000) GVW (27-40) PASSENGERS 12 YEARS OR 500,000 MILES

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - H

Title: Discussion and Consideration of Resolution No. 2016-24 updates to the District's Travel Policy

Prepared By: Troy Bingham, Finance Director

Summary: The District maintains financial policies that provide guidance and direction to staff of how financial operations should be handled. Periodically these policies need to be updated and reviewed by the Board. This policy update has been reviewed by the Finance Subcommittee members on May 27, 2016. The Finance Subcommittee recommended these changes for approval by the full Board with no additional changes from staff recommended updates.

Background: The NCRTD created the District's Travel Policy in November 2011 to create framework for employees and the Board on what constituted travel and what the District reimburses and does not reimburse. Changes at this time are clarifications to the policy that have accumulated since the original policy inception and clarify the following areas:

- Who is covered by this policy
  - ✓ "In radius travel" as compared to "outside the radius travel"
- Forms
- Air Travel
- Official District Vehicles
- Rental Vehicles
- Updates In-state and Out-of-state Per Diem Rates (including incidentals)
- Use of P-card
- Travel Advances

Recommended Action: It is proposed that the Board discuss the changes and recommendations from the Finance Subcommittee members for the travel policy and elect which changes are acceptable at this time.

Options/Alternatives: The Board can elect to accept the changes as recommended by the Finance Subcommittee and staff or to initiate modifications or to do nothing at this time.

Fiscal Impact: None

Attachments:

- Resolution No. 2016-24 approving updates to the District's financial policies
- Red-lined Version of the travel policy as proposed from staff and the Finance Subcommittee members

North Central Regional Transit District (NCRTD)

Resolution No. 2016-24

A RESOLUTION UPDATING THE NOVEMBER 4, 2011 ADOPTED FINANCIAL POLICIES ON TRAVEL AND THE CREATION OF FINANCIAL POLICY #7 "TRAVEL POLICY"

WHEREAS, the Board of Directors is the statutory governing body in and for the NCRTD and finds it in the best interest of the constituents of the NCRTD to establish polices to ensure the financial stability of the District; and

WHEREAS, the current Travel Policies was adopted on November 4, 2011; and

WHEREAS, the Finance Subcommittee have recommended consideration of those changes to the Board of Directors; and

WHEREAS, the Board, after thorough consideration and upon recommendation of the Finance Subcommittee finds that it is prudent to amend the District's Travel Policy attached hereto.

NOW THEREFORE BE IT RESOLVED, by the NCRTD Board that the attached travel policy shall be and are hereby adopted, and are approved and adopted this 10th day of June.

NOW THEREFORE LET IT BE FURTHER RESOLVED, THAT THE NCRTD BOARD DOES HEREBY DIRECT MANAGEMENT TO IMPLEMENT AND DEVELOPE PROCEDURES TO INSURE APPROPRIATE ACCOUNTING AND MAXIMUM ACCOUNTABILITY IN ACCORDANCE WITH ALL LAWS AND REGULATION THAT PERTAIN TO THE TRAVEL POLICY.

_____

Daniel Barrone, Chair

Approved as to form:

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Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT	
SUBJECT: BUSINESS TRAVEL AND MEALS~~BUSINESS~~ EXPENSES POLICY	**NUMBER**: FINANCE - 07~~1~~
EFFECTIVE DATE: ~~November 4, 2011~~June 10~~March 4~~, 2016	
AMENDS/SUPERSEDES: November 4, 2011, and May 5, 2014 Memorandum~~NA~~	**APPROVED**: ANTHONY J. MORTILLARO, EXECUTIVE DIRECTOR

1.0 Objective:

District e~~E~~mployees are required, from time to time, to attend conferences, meetings, and training sessions which relate directly to the concerns of the District or provide job-related educational opportunities. It is the District's intention to allow such attendance without unreasonable financial sacrifice. The purpose of the following policies and procedures is to establish guidelines for District authorized travel and provide reimbursement procedures for reasonable and appropriate expenses. These procedures are not intended to cover every possible circumstance. Anything not specifically covered must be authorized by the Executive Director. Employees are expected to use sound judgment and fiscal responsibility in assessing the need for business, travel, and training expenses.

2.0 Coverage:

This policy applies to employees, potential employees (to the extent possible), and appointed elected public officials of the North Central Regional Transit District who travels outside or within the District's four county service area for work related conferences, meetings, and/or training. Travel and meals expenses are categorized into two distinct categories:

- Within Radius Travel – Vehicle travel from the employees defined work location for at least 4 hours in all directions including out of district travel and out of state travel (i.e. Colorado)
- Outside of Radius Travel – Any travel outside of the "Within Radius Travel" which includes areas still in New Mexico and outside of the State

~~who travels outside of theor within the District's four county service area for work related conferences, meetings, and/or training. This policy should not be used for business travel to locations within the District's four county service area, including overnight stays, mileage reimbursement, and our hours worked.~~

Important Note: For employees that live inside and outside of ~~or within~~ the four county service area of the District, the determination of travel status is from the employees work location and not necessarily the employees residence. ~~a 2-hour minimum travel time (not including meeting time) must occur before they are considered in travel status for purposes of overnight stay reimbursement and per diem, but mileage reimbursement could be considered for approval by the Executive Director.~~

Travel paid or reimbursed by Federal and State grants/agencies are considered exempt from this policy, if the grant/agency specifically requires compliance with Federal and/or State travel guidelines or policies in order for the District to be reimbursed.

3.0 Purpose:

The purpose of this policy is to identify and provide guidelines regarding the District's travel policies and to further delineate those valid business expenses for which public officials and employees of the District may qualify for payment or reimbursement. When reading this policy, it is important to not whether the policy guideline is part of the in radius travel (section 4.0) or outside the radius travel (section 4.1) because the allowable cost could be different.

4.0 Authorization for Travel and Training Within the Radius Travel:

An employee may incur expenses for pre-approved training programs, conferences, and professional meetings attended for the benefit of the District. The approval of the appropriate Department Director/Manager is required prior to travel.

Approval should be requested far enough in advance so that payment can be made directly to the sponsoring organization as part of the District's regular payment cycle. Every effort should be made to receive the early registration discount, if available.

4.0.1 Mode of Transportation:

a) Official District Vehicle

- Employees are encouraged to use a District vehicle in lieu of a personal vehicle whenever a District vehicle is available. When a District vehicle is used, the employee will be reimbursed for all gas receipts (if gas card is not available), as well as any toll charges and

necessary parking fees. Retain receipts where available.

b) Personal Vehicle

- Employees may use their personal vehicle for business travel if the use of a District vehicle is not feasible.

- Employees using a personal vehicle for business purposes will be reimbursed based on miles traveled. Reimbursement will be at the allowable rate established by the IRS. This rate is regularly re-evaluated (usually each calendar year) and all departments are notified of the new rate by the Finance Department. Commuting distance to and from work is generally prohibited for reimbursement. If travel is required, the District will reimburse at the mileage **less the normal distance traveled between the employee's home and the employee's normal reporting location (if the employee travel is originating from their home and not from their work location).** If travel starts or ends on regular day off and is not to the employees work location, then the commuting miles to and from work will not be used in the reductions of the mileage calculation.

- To receive mileage reimbursement, employees must submit documentation of total miles traveled by including a copy of the trip using MapQuest, Google Maps, or any equivalent mapping program, including origination, destination, and number of miles on the trip. The District will reimburse the driver for mileage by the most direct route per the mapping software.

- When personal vehicles are used on District business the employee must have adequate liability insurance coverage. The minimum prescribed liability insurance is as follows:

  • $100,000 for personal injury to, or death of, one person;
  • $300,000 for injury to, or death of, two or more persons in one accident; and
  • $100,000 of property damage.

- An employee who uses a personal vehicle on District business is required to have, and provide upon request, satisfactory evidence of liability insurance coverage. Upon request, proof of such coverage must be provided to the Finance Department.

- Should an accident occur, to ensure full communication and disclosure between all parties, the driver should immediately contact:

• Local authorities, as required
• His / Her personal insurance company
• His / Her supervisor
• The Finance Department

- If an employee receives a car allowance as part of their employment the employee is not eligible for a mileage reimbursement for the business use of their personal vehicle, except as maybe provided within the agreement governing the car allowance.

c) Miscellaneous Automobile Related Expenses

- Toll road charges and reasonable charges for parking, while an employee is traveling on business, will be allowed. The location of the parking lot, garage, or meter as well as the business purpose of the trip needs to be documented. Obtain receipts where available or certify charge to Finance after travel.

d) Other forms of transportation

- Will have to approved prior by the Executive Director prior to incurring the expense

4.0.2 Special Travel Situations:

a) Companion/Spouse/Family Travel Expenses

Companion, spouse, or other family members traveling within radius travel for business purposes by employees is strictly prohibited.

b) Combining Business and Personal Travel

If an employee combines business with personal travel approval by the Executive Director is required prior to incurring the expense.

4.0.3 Lodging, Meals, & Incidentals:

a) Lodging

Lodging expense for in radius travel requires preapproval by the Executive Director and should be requested under the following situations:

- In radius travel that would result in the employee arriving home after 9:00pm

- Employee required to leave their home before 6:00am to make an early morning meeting/route

- Inclement Weather
- Executive Director's discretion

Lodging expense is limited to the standard room rate for single occupancy for the minimum number of nights required to attend the function. The employee should request the government or corporate rate where available. Retain itemized receipt. The procurement card should be used when possible.

If multiple co-workers are authorized to travel and share accommodations the hotel room size should be appropriate to the number of employees sharing lodging. One employee, generally higher in the District's organizational structure, should submit the entire lodging expense, making note of those employees covered by the lodging expense.

b) Meal Allowance

1. Meals are expenses for breakfast, lunch, dinner, gratuities and taxes on those meals, which are incurred on due to an overnight lodging stay, and are reimbursable based receipts or paid on the procurement card when possible.
2. Meals will not be allowed in addition to meals provided as part of a conference/function

4.10 Authorization for Travel and Training Outside the Radius Travel:

An employee may incur expenses for pre-approved training programs, conferences, and professional meetings attended for the benefit of the District. When travel~~/ training~~ is anticipated a NCRTD In-state or Out-of-state Travel ~~and Training Request f~~Form must be completed and approved prior to incurring travel expenses. A copy of the conference brochure or similar documentation of program content and agenda must be attached to all NCRTD In-state or Out-of-state Travel ~~and Training Request f~~Forms. For ~~in-state travel and training,~~both ~~the~~ forms ~~requires~~ the approval of the appropriate Department ~~Manager~~Director/Manager, the Finance Director (or designee) and the Executive Director is required. ~~For out-of-state travel and training the form must also be reviewed by the appropriate Department Director, Divisional Manager, Finance Director the Finance Manager and be approved by the Executive Director.~~ The Chair of the Board of Directors is the approving authority for travel requests by the Executive Director. In the event the travel is for the Chair of the Board of Directors or other Board Members then the Board of Directors will approve such travel requests.

Approval should be requested far enough in advance so that payment can be made directly to the sponsoring organization as part of the District's regular payment cycle. Every effort should be made to receive the early registration discount, if available.

~~5.0~~**4.1.1 Mode of Transportation**:

No specific mode of transportation is mandatory. However, employees are expected to use the most economical means available with reasonable consideration given to the time and distance involved.

a) Air Travel

- Every effort should be made to obtain the lowest possible round-trip coach fare. Due to airline practices and employee circumstances, there may be times that only premium seating is available at booking. For those occurrences, the exemption from this guidance can be noted on the travel authorization and approved by the Executive Director or Chair.

~~Any~~

- U~~u~~pgrades, early boarding or enhancements at the gate are personal expenditures and will not be paid by the District.

Travelers should also review the following topics, as applicable to their situation:

- Companion / Spouse / Family Travel Expenses
- Combining Personal and Business Travel
- Travel Extended to Save Costs

b) Official District Vehicle

- Employees are encouraged to use a District vehicle in lieu of a personal vehicle whenever a District vehicle is available. When a District vehicle is used, the employee will be reimbursed for all gas receipts (if gas card is not available), ~~if the gas is not charged directly to the District,~~ as well as any toll charges and necessary parking fees. Retain receipts where available.

~~Commuting distance to and from work in a District or personal vehicle is generally prohibited for reimbursement. unless specifically authorized by the Executive Director, with notice given to Human Resources and Finance to ensure the proper recording of this taxable benefit in accordance with IRS regulations.If out of District travel is required for overnight or for work related meetings, the District will reimburse at the Internal Revenue Service Standard Mileage Rates for the lesser of A) the distance between the employee's home and the travel destination, or B) the distance between the employee's normal reporting location and the travel destination, however the District will not reimburse for an amount greater than the cost of available roundtrip airfare to the destination, without written justification. require the employee to pass by work on their most direct path, those miles to and from home should be excluded from any reimbursement.~~

c) Personal Vehicle

- Employees may use their personal vehicle for business travel if the use of a District vehicle is not feasible.

- Employees using a personal vehicle for business purposes will be reimbursed based on miles traveled. Reimbursement will be at the allowable rate established by the IRS.This rate is regularly re-evaluated (usually each calendar year) and all departments are notified of the new rate by the Finance Department. Commuting distance to and from work is generally prohibited for reimbursement. If travel is required the District will reimburse at the mileage **less the normal distance traveled between the employee's home and the employee's normal reporting location.** If travel starts or ends on regular day off then the commuting miles to and from work will not be used in the reductions of the mileage calculation.

- To receive mileage reimbursement, employees must submit documentation of total miles traveled by including a copy of the trip using MapQuest, Google Maps, or any equivalent mapping program, including origination, destination, ~~business purpose,~~ and number of miles on the ~~per~~ trip. The District will reimburse the driver for mileage by the most direct route per the mapping software.

- When personal vehicles are used on District business the employee must have adequate liability insurance coverage. The minimum prescribed liability insurance is as follows:

  - $100,000 for personal injury to, or death of, one person;
  - $300,000 for injury to, or death of, two or more persons in one accident; and
  - $100,000 of property damage.

- An employee who uses a personal vehicle on District business is required to have, and provide upon request, satisfactory evidence of liability insurance coverage. Upon request, proof of such coverage must be provided to the Finance Department.

- Should an accident occur, to ensure full communication and disclosure between all parties, the driver should immediately contact:

  - Local authorities, as required
  - His / Her personal insurance company
  - His / Her supervisor
  - The Finance -Department

- If an employee receives a car allowance as part of their employment the employee is not eligible for a mileage reimbursement for the business use of their personal vehicle ~~within the District boundaries~~, except as maybe provided within the agreement governing the car allowance.

d) Rental Vehicle

- When more advantageous to the District, as compared to other means of transportation such as a taxi + parking should be considered before renting a ~~, a~~ vehicle ~~may be rented~~. The traveler is responsible for obtaining the best available rate, in accordance with the District's purchasing policy, commensurate with the requirements of the ~~–~~trip. When renting a vehicle for business purposes the employee should make sure to specify the District's name on the rental agreement. The smallest possible vehicle size for the individual and group should be considered as the most cost advantageous to the District. ~~Personal use of the rental vehicle is prohibited.~~ No additional insurance should be purchased for the rental car, since the District has adequate coverage for rental cars in the District's insurance policy. Rental Car Company's may request personnel credit cards over procurement cards due to rental policy, but every effort should be made to make the final charges are paid on the District's procurement card.

- Should an accident occur the driver should immediately contact:

  • Local authorities, as required
  • The rental company, in accordance with the rental agreement
  • His / Her supervisor
  • The Finance Department

e) Miscellaneous Automobile Related Expenses

- Toll road charges and reasonable charges for parking, while an employee is traveling or away from their assigned District facility on business, will be allowed. The location of the parking ~~–~~lot, garage, or meter as well as the business purpose of the trip needs to be documented. Obtain receipts where available or certify charge to Finance after travel.

f) Other forms of transportation

- Taxi fares are allowable expenses for travel to and from a business destination such as an airport, hotel, conference site, or other locations necessitated by the business trip (locations of personal interest are not allowed) when the date, origination, and destination

are documented. When available, the use of public transportation (e.g., buses, subways) or a hotel / airport shuttle is encouraged. Reimbursement for the reasonable cost of tips related to these forms of transportation is also allowed. Obtain receipts where available or certify charge to Finance after travel.

~~6~~4.1.2.~~0~~ Special Travel Situations:

a) Companion/Spouse/Family Travel Expenses

Payment of expenses for companion, spouse, or other family members of the employee is strictly prohibited.

b) Combining Business and Personal Travel

If an employee combines business with personal travel, only the business portion of the trip is reimbursable. This amount may not exceed the amount of reimbursable expenses which would have been incurred had the trip been strictly for business purposes.

If an indirect route is taken as a result of personal travel the reimbursement of expenses shall be limited to the lesser of actual costs incurred or the charges that would have been incurred via a more direct route. In the case of airfare, the employee must document the lowest reasonable cost for round trip coach airfare to the business destination, as well as submitting actual expenses. The District will reimburse the employee for the lesser amount.

c) Travel Extended to Save Costs

Additional expenses associated with travel extended to save costs (e.g. a Saturday night stay for air travel) may be reimbursed when the cost of airfare plus the additional expenses would be less than the cost of airfare had the traveler not extended the trip. These additional expenses include the additional cost of lodging, meals, and incidental expenses incurred in the vicinity of the business destination. If requested, the employee must provide documentation of the airfare savings derived from extending the trip.

d) Ground Transportation in Lieu of Air Travel

An employee may use ground transportation for personal reasons even though air travel is themore economical and efficient mode of transportation. In this case the cost of meals, lodging, mileage, parking, tolls, etc. while in transit by ground transportation will be reimbursed as allowed by District policy for these types of expenses. However, such **costs shall not exceed the cost of airfare, based on the lowest available coach fare, plus costs to and from the airport terminal**. The employee must provide documentation of potential airfare costs (on/near the days air travel would have been utilized) before receiving reimbursement for the ground transportation.

If the employee's election to use ground transportation results in additional time away from work the employee must use leave time for the additional absence from work.

~~7.0~~4.1.3 Lodging, Meals, & Incidentals:

a) Lodging

Lodging expense is limited to the standard room rate for single occupancy for the minimum number of nights required to attend the function. The employee should request the government or corporate rate where available. Retain itemized receipt.

If multiple co-workers are authorized to travel and share accommodations the hotel room size should be appropriate to the number of employees sharing lodging. One employee, generally higher in the District's organizational structure, should submit the entire lodging expense, making note of those employees covered by the lodging expense.

Stay(s) prior to or beyond that required for the function is the personal responsibility of the employee, see Special Travel Situations: Combining Business and Personal Travel. Any difference between the single occupancy standard room rate and actual room charges is also the personal responsibility of the employee. See Special Travel Situations: Companion/Spouse/Family Travel Expenses

~~a)~~b) Per Diem Meal Allowance

1. Meals are expenses for breakfast, lunch, dinner, gratuities and taxes on those meals, which are incurred on travel status, and are reimbursable based on per diem rates. No receipts are required.
2. Per diem for meals will be reduced for any meals provided as part of a conference/function (excludes continental breakfast) using the guideline provided below.
3. Per Diem Rates
    i. Daily per diem rate is $~~50~~59 per day for In-State travel and is inclusive of ~~taxes~~ taxes,~~and~~ gratuity and incidentals ~~*(breakfast $10~~*13~~*, lunch $14.00*~~15~~*, dinner $26.00*~~26~~*, and incidentals $5 on those days where the employee is not eligible for three meals at District expense)*~~
    ~~i.~~
    ii. Daily per diem rate is $~~60~~64 per day for three meals for Out-of-State Travel and is inclusive of taxes, ~~and~~ gratuity, and incidentals ~~*(breakfast $12*~~15~~*, lunch $15.00*~~16~~*, dinner $33.00*~~28~~*, and incidentals $5 on those days where the employee is not eligible for three meals at District expense) in*~~excluding tips.)~~
    ~~ii.~~
    iii. Part day travel per diem is prorated by the ~~meal component based upon when travel starts~~leave times.
    ~~Meal Leave Time~~

~~Breakfast by 7:00am~~
~~Lunch by 11:00am~~
~~iii. Dinner by 5:00pm~~

~~Or~~

First day of travel per diem pro-rated based on begging time for in –travel status	Pro-rated portion of the daily per diem
From~~Prior to~~ 12:01a.m-~~710~~10:00~~:00~~ a.m.	100%
From 10:01 a.m. – 2:00 p.m ~~Prior to 11:00 ap.m.~~	78~~81~~%
From 2:01 p.m. to 11:59 p.m. ~~Prior to 6:00 p.m~~	~~48~~53%
Last day of in travel status based on ending time of in-travel status	
From 12:01 a.m. – 10:00 a.m. ~~Prior to 710:00 a.m.~~	31~~48~~%
From 10:01 a.m. – 2:00 p.m. ~~After 10:00 a.m. and~~ Prior to ~~16~~ p.m.	60~~81~~%
From 2:01 p.m. – 11:59 p.m. ~~Prior to After 67~~ p.m.	100%

~~b) Incidentals~~

~~A per diem of $8/day is also provided (no receipts required) to cover incidental expenses such as reasonable personal telephone calls, etc.~~

5~~8~~.0 Business Meals and Meeting Expenses:

a) Business Meals

Business meals are defined as meals purchased while meeting with a business associate during a meal period to conduct official business on behalf of the District and must be authorized in advance by the Executive Director. The employee's meal and the meal of their business associate(s) may be allowed, excluding the cost of alcoholic beverages. An itemized receipt must accompany the e~~E~~xpense r~~R~~eport form and note the following:

- Date of the meal
- Nature of the business conducted
- Name and business affiliation of all attendees

Employees and Board Members are expected to use sound judgment and fiscal responsibility in assessing the need for business meal expenses.

In general, employees should not use their budgets to entertain or pay for meals of other District employees. Exceptions must be approved in advance by the Executive Director.

b) Meeting Expenses

No food or refreshments should be purchased, using District funds, for meetings of District staff or internal training activities unless the activity falls under one of the following categories:

- Employee and Volunteer Recognition events
- Quarterly Employee Informational meetings
- Team Meetings
- Job recruitment events
- Served to the public at large as a part of a scheduled District program
- District sponsored activity, event, or program where food is part of the event
- Formal / Posted meetings, involving the District Board, elected or appointed officials
- Employee or staff meetings where work or training needs to be conducted over a meal period
- The Executive Director may approve expenditures for other food purchases as deemed appropriate

The qualifying event should be noted on the food/drink receipt and/or expense reimbursement request.

c) Other

Employee recognition expenses are only allowable for established recognition programs.

Gifts are not allowable.

The purchase of greeting cards (i.e. sympathy, get well, birthday, holiday) are not an allowable District Expense**.**

69.0 Specifically Prohibited Expenses:

Employees are responsible for reviewing the complete Travel and Business Expense policy prior to traveling to determine allowable expenses and receipt requirements necessary for reimbursement.

Prohibited expenses include, but are not limited to, the following:

- Personal items, including personal grooming items
- Beverages and snacks, hotel mini bar charges
- Gifts
- Entertainment and recreation expenses, including hotel movies and health club activities
- Golf outings, fitness events or other "recreational" activities
- Alcoholic beverages
- Expenses for spouses, guests or family members

Conference registration related special events such as banquets, receptions, recognition and award events, etc. are only allowable for the District representative.

~~10~~7.0 Expense Payment Options:

Direct payment, through the District's normal accounts payable process, may be made for prepaid expenses such as conference registrations.

In ~~addition~~addition, a P-Card holder may make purchases such as airfare tickets or rental car and hotel reservations on behalf of the traveling employee. The cardholder is then responsible for submitting the related receipts with their ~~-~~monthly P-Card statement. ~~Cardholder's are NOT allowed to give their P-Card or card number to another individual.~~

a) Expense Advances

~~Although not encouraged, an~~An expense advance may be secured for outside the radius travel by submitting an approved ~~purchase order along with an approved Travel and Training Request~~ In-State or Out of State form to the Finance Department. The amount requested should be a minimum of $100 and should not exceed the amount budgeted for the trip, less any costs that have been prepaid by the District. Such advances shall be requested at least two (1~~2~~) weeks prior to the date needed.

~~11~~8.0 Reporting Expenses:

a) Be sure the outside of radius travel~~Travel and Training Request form~~ is approved prior to incurring travel related expenses. In radius travel expenses, such as overnight stays and meal allowances should be requested from the Executive Director by email and copy the Finance Director on the email prior to incurring the expense.

b) Keep all receipts. Itemized receipts are required for lodging, meals, and other miscellaneous incidental costs. Receipts are also required for airfare, auto rental, taxi fare, and registration fees. The amount of any tips or gratuities paid should be noted on the applicable receipt.

c) Expenses paid directly by the District should not be included on the employee

eExpense r Report ~~claim form, with the exception of meal expenses~~.

d) Receipts for expenses paid with a District's procurement ~~purchasing~~ card should be retained for inclusion with your monthly procurement ~~-~~ card statement.

e) All receipts being reported on the employee's eExpense rReport ~~form~~ should be attached to an 8 ½" x 11" sheet of paper to prevent small receipts from being lost during the approval and payment processing cycle. Attach these behind the eExpense rReport ~~form~~.

f) Be sure origination and destination has been noted on all taxi fares.

g) Be sure the location for toll and parking charges is included on these receipts. If receipts were not obtainable for these items reimbursement will be made for reasonable costs when the date, location, and amount paid are noted.

h) If a personal vehicle was used as transportation, document the miles traveled along with origination and destination. If mileage was not part of a "travel trip" a mileage log must be attached to the expense report documenting date, origination, destination, business purpose, and number of miles driven. ~~A sample mileage log form is available for your convenience.~~

i) The amount of any travel advances must be subtracted from total expenses. If the employee's travel advance exceeds allowable expenses the employee must attach, to the expense report, a check, made payable to the District, for the balance.

j) All expenses must be submitted within ~~20~~ 45 days of the occurrence or, for routine or daily mileage reimbursement requests, at least quarterly.

k) Expense reports require the approval of the Department Manager/Director, or in the case of a Department Manager/Director the approval of the Executive Director is required. In the case of the Executive Director approval by the Chair of tThe Board. In the case of the Board Chair, by the Board Vice-Chair. In the case of a Board Member, by the Chair of the Board.

l) Any reimbursements received by the employee for business travel from a third party must be promptly ~~-~~remitted to the District by sending a check to the Finance Department.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - I

Title: Discussion and Consideration of Resolution No. 2016-25 updates to the District's Investment Policy

Prepared By: Troy Bingham, Finance Director

Summary: The District maintains Financial Policies that provide guidance and direction to staff of how financial operations should be handled. Periodically these policies need to be updated and reviewed by the Board. This policy update has been viewed by the Finance Subcommittee on May 27, 2016. The Finance Subcommittee recommended these changes for approval by the full Board with no additional changes from staff recommended updates.

Background: The NCRTD last updated the District's Investment Policy in October 2015 to create a standalone policy and updated the Board on proposed investment strategies to maximize the District's rate of return on investments.

During the 2016 State of New Mexico Legislative Session the State Senate passed SB56 which changed NMSA 6-10-10 Deposits and Investments of Funds to allow for brokered CD's and other federally insured obligations by localities. The Governor signed SB56 into law February 10, 2016. Staff's proposed changes to the investment policy focus on SB56 newly allowed authorization of brokered CD's. Broker CD are similar to traditional bank CD, but are sold by brokers instead of banks. Broker CD typically have a higher rates of return to offset broker fees, but are more liquid than traditional CDs because there is a secondary market that they can be bought and sold at any point in their maturity. Broker CD are still FDIC insured as long as our investment in one bank is less than $250,000. Our access to brokered CD would be through LANB and LPL Financial, our current investment broker.

The final investment policy should provide Board members with assurance that District funds are safeguarded and available for future needs. The same policy should provide flexibility to staff to make decisions that will maximize the return on investment when the market changes.

Recommended Action: It is proposed that the Board discuss the changes and recommendations from the Finance Subcommittee members for the investment policy and elect which changes are acceptable at this time.

Options/Alternatives: The Board can elect to accept the changes as recommended by the Finance Subcommittee and staff or to initiate modifications or to do nothing at this time.

Fiscal Impact: None.

Attachments:

- Resolution No. 2016-25 approving updates to the District's investment policy
- Red-lined Version of the investment policy as proposed from staff and the Finance Subcommittee members

North Central Regional Transit District (NCRTD)

Resolution No. 2016-25

A RESOLUTION UPDATING THE OCTOBER 9, 2015 ADOPTED FINANCIAL POLICIES #6 "INVESTMENT POLICY"

WHEREAS, the Board of Directors is the statutory governing body in and for the NCRTD and finds it in the best interest of the constituents of the NCRTD to establish polices to ensure the financial stability of the District; and

WHEREAS, the current Financial Policies was adopted on October 9, 2015; and

WHEREAS, the Finance Subcommittee reviewed and commented on the draft changes to the District's Financial Policies and new Investment Policy and have recommended consideration of those changes to the Board of Directors; and

WHEREAS, the Board, after thorough consideration and upon recommendation of the Finance Subcommittee finds that it is prudent to amend the District's Investment Policy attached hereto.

NOW THEREFORE BE IT RESOLVED by the NCRTD Board that the attached investment policy shall be and are hereby adopted, and are approved and adopted this 10th day of June 2016.

NOW THEREFORE LET IT BE FURTHER RESOLVED, THAT THE NCRTD BOARD DOES HEREBY DIRECT MANAGEMENT TO IMPLEMENT AND DEVELOP PROCEDURES TO INSURE APPROPRIATE ACCOUNTING AND MAXIMUM ACCOUNTABILITY IN ACCORDANCE WITH ALL LAWS AND REGULATION THAT PERTAIN TO THE INVESTMENT POLICY.

_____

Daniel Barrone, Chair

Approved as to form:

_____

Peter Dwyer, Counsel

NORTH CENTRAL REGIONAL TRANSIT DISTRICT	
SUBJECT: Investment Policy	**NUMBER: Financial - 06**
EFFECTIVE DATE: ~~October 9, 2015~~June 10, 2016	**Adopted and amended by Board Resolution No. ~~2015-29~~**
AMENDS/SUPERSEDES: **Policies adopted by Board on October 9, 2015, July 14, 2011, November 4, 2011, March 1, 2013, and November 8, 2013.**	**APPROVED:** **ANTHONY J. MORTILLARO, EXECUTIVE DIRECTOR**

Purpose

The Investment Policy described herein is designed to provide a comprehensive framework for the management of resources for the North Central Regional Transit District (NCRTD). They provide guidelines for decision making by the NCRTD Board and management on how financial resources shall be utilized to fulfill the mission of the transit system, meet obligations and protect the public interest.

Objectives:

- Cost effective allocation and use of NCRTD financial resources in achieving the Districts mission.
- Compliance with applicable Federal and State laws, regulations and guidelines governing transit funding.
- Use of sound business and accounting practices in managing NCRTD financial affairs.
- Consistent financial practices, operational efficiencies and best practices.

Investment Policy

It is the policy of the NCRTD to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow

demands of the District and conforming to all state statutes governing the investment of public funds.

Delegation of Authority

Responsibility for the management of the District's investment portfolio is delegated to the Districts Finance Director by the Executive Director. The District's Finance Director will establish and maintain written procedures for the operation of the cash management and investment program consistent with this policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director.

Prudent Person Rule

Investments on behalf of the District will be made in accordance with the "prudent person" rule; i.e. investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

Scope of Policy

Unless otherwise noted, this investment policy will apply in its entirety to all monies of the District over which it has direct control as well as those funds that the District is responsible for as custodian and/or trustee.

Investment Objectives

The District seeks to balance three primary objectives for its cash portfolio:

- Maintaining sufficient liquidity to meet financial obligations;
- Earning a market rate of return (subject to permitted investment constraints); and
- Diversifying investments among asset classes to ensure safety of principal.

The liquidity goal is achieved by matching investment maturities with the expected timing of obligations. Attainment of a market return is measured by benchmarking the portfolio against a relevant market index. Diversification (safety) is accomplished through implementation of a strategic asset allocation, derived from modern portfolio theory concepts.

Performance Standards

The Districts' objective is to obtain a market average rate of return throughout budgetary and economic cycles that corresponds with invest risk constraints and cash flow needs.

The Districts investment strategy is passive. Given this strategy, the Finance Director shall determine whether market yields are being achieved by comparing the average District portfolio yield to the 1 year U.S. Treasury Bill or the treasury security that most closely matches the duration of the portfolio.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and officials who are involved in investing public funds or have the authority to decide how public funds are invested shall disclose to the District Board any material financial interests in financial institutions that conduct business within the Districts jurisdiction, and they shall further disclose the conduct of personal business with, receipt of pecuniary benefit from, or financial interest they have in any entities in which investments are being made.

1. Permitted Investments (any investment not mentioned herein is prohibited)

   i. Direct obligations of, or obligations the principal of and interest on which are unconditionally guaranteed by , the United States of America or certificates or receipts established by the United States government or its agencies or instrumentalities representing direct ownership of future interest or principal payments on direction obligations of, or obligations fully guaranteed by, the United States of America or any of its agencies or instrumentalities, the obligations of which are backed by the full faith and credit of the United States.
   ii. Insured cash a~~A~~ccounts, certificates of deposits with banks and credit unions, brokered certificate of deposits ~~and time deposits with banks and savings banks located in the District's service area~~ provided that the collateral securing the investment permitted by this paragraph, are secured by the FDIC and NCUA or collateralized by the bank per the requirements stated in paragraph 3.
   iii. Bonds or securities of the State of New Mexico or of any agency or political subdivision or school district thereof which has a taxable valuation of real property for the last year of at least one million dollars and has not defaulted in the payment of interest or sinking fund obligation or failed to pay any bonds at maturity at any time within five years preceding the date of investment.
   iv. The "short-term investment fund" described in Section 6-10-10.1 N.M.S. A. 1978 or other similar pooled funds maintained by the State of New Mexico for the investment of public funds of the local public bodies of the state.
   v. Shares of pooled investment funds managed by the state investment officer, as provided in Subsection (G) of Section 6-7-8 NMSA 1978.

vi. Any other investment permitted at the time of the investment by a statue of the State of New Mexico for public entities.

2. Funds available for investment for more than one year, including monies appropriated to permanent and irrevocable trust funds may be invested as provided in Section 6-10-10.G NMSA 1978. The Investment Officer shall conduct a thorough investigation prior to investing in any pool or fund and on a continuing basis once an investment is made. Information gathered will include a written statement of policy and objectives, eligible securities, interest calculation and distribution, securities settlement and safekeeping, handling gains/losses, audit opinions, and fee schedules and statements.

3. Collateralization

New Mexico state law require that all certificates of deposit, money market, checking accounts, and any other investments not backed by the full faith and credit of the United States Government, other than investments in the New Mexico State Investment Council long-term investment funds, be secured by pledged collateral of at least 50 percent of the current market value. The District will require 100% collateralization of funds over $250,000 by all banks and credit unions. This collateral will be pledged in the name of the District and held by a third party institution, Federal Reserve Bank, or by a trust institution within the same bank as approved by the Finance Director. The institution will issue safekeeping receipts to the District for securities held by a third party.

4. Selection of appropriate Investments

i. Individual investments are selected to meet anticipated cash flow requirements and provide adequate liquidity. Within this cash flow perspective, the investment manager will select those securities that will best meet the District's overall portfolio strategy.

ii. Criteria for selecting investments and the order of priority are:

1. Safety. The safety and risk associated with an investment refers to the potential loss of principal, interest or a combination of these amounts. The objective is to select only those investments that seek to ensure the preservation of capital in the overall portfolio and to mitigate credit risk and market risk. Interest rate risk shall be controlled through duration management such that overall portfolio duration is set to a target based on existing market interest rates and rate expectations. Credit risk shall be mitigated by limitation on concentration of non-collateralized investments

2. Liquidity. This refers to the ability to "cash in" at any moment in time with a minimal chance of losing principal or interest. Liquidity is an important investment quality, especially when the need for unexpected funds occurs. The objective is to remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated within one hundred and eighty (180) days. Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments.

3. Yield. Yield is the potential dollar earnings an investment can provide, also referred to as the rate of return. The objective is to attain a rate of return that equals or exceeds the yield for the 1 year treasury bill.

5. Diversification

The District will diversify its use of investment instruments to eliminate nonsystematic risk. Strategic and tactical asset allocations shall be determined and revised periodically. In establishing asset allocations strategies, the following general policies and constraints shall apply:

Portfolio maturities shall be staggered to avoid undue concentration of assets on a specific maturity date. Maturities selected shall provide for stability of income and reasonable liquidity.

With the exception of U. S. Treasury securities and authorized pools, no more than 65% of the total investment portfolio will be invested in a single sector or with a single financial institution or in a single maturity date.

Selection of Brokers/Dealers

The Financial Director shall develop and maintain a list of banks and securities dealers approved for securities transactions initiated by the district, and it shall be the policy of the District to purchase securities only from those authorized firms. To be eligible, a firm must meet at least one of the following criteria:

1. Be recognized as a Primary Dealer by the Federal Reserve Bank of New York or have a Primary Dealer within its holding company structure,
2. Report voluntarily to the Federal Reserve Bank of New York,
3. Qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

The Finance Director will select broker/dealers on the basis of their expertise in public investing and their ability to provide service to the Districts account. Each authorized broker/dealer shall be required to submit and annually update a District approved Broker/Dealer Information Request form that includes the firm's most recent financial statements.

Approved broker/dealers shall attest in writing that they have received and read this Policy.

Safekeeping and Transaction Settlement

The Financial Director shall approve one or more financial institutions to provide securities safekeeping services for the District. All investment securities purchased by the District will be held in third-party safekeeping by the District's safekeeping agent. The District's safekeeping agent will be required to furnish the District a list of holdings on at least a monthly basis. The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. Ownership of all securities shall be perfected in the name of the District. Sufficient evidence to title shall be consistent with modern investment, banking, and commercial practices.

Competitive Transactions

Securities purchases and sales will be executed after obtaining at least two competitive bids or offerings whenever feasible. If the District is offered a security for which competitive offerings cannot be obtained, quotations for comparable securities will be documented

Periodic Review and Amendment

The Investment Policy delineated herein shall be subject to review and revision by the District at least every three (3) years. This does not preclude the District from revising specific policies included herein nor from adding policies should the District determine that the best interest of the public and/or NCRTD would be served by making such a revision.

Amendments or revision to these financial policies may be initiated or proposed by any member of the District Board or by the Executive Director of the NCRTD.

Proposed amendments or revisions to these Financial Policies shall be first presented to and reviewed by the Board's Finance Subcommittee. The Subcommittee shall make a recommendation on any proposed amendment or revision to the District Board.

The District Board must approve any amendment or revision by majority vote before said amendment or revision shall become official policy of the NCRTD.

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - J

Title: Resolution No. 2016-26 Authorizing NCRTD Staff to Apply for Federal Funding through the Federal Fiscal Year (FFY) 2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Provide Improved Access to Health and Human Services by Offering Expanded Mobility Options within Taos County for Americans with Disabilities (ADA) and Non-ADA Riders, through ADA Complementary Paratransit and Demand Response Service

Prepared By: Stacey McGuire, Planning, Projects & Grants Manager; Holly Winscott, Regional Transit Planner

Summary: NCRTD Staff is seeking Board approval to apply for FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program to provide improved access to health and human services by offering expanded mobility options within Taos County for ADA and non-ADA riders, through ADA complementary paratransit and demand response service.

Background: The purpose of this funding opportunity is to address challenges for the transportation disadvantaged in accessing health and wellness services. Across the country, communities are experimenting with ways to overcome barriers to these essential services by leveraging partnerships across transportation, health, and wellness providers.

Through the Rides to Wellness (R2W) Demonstration Grants, FTA will fund projects with strategies that enhance access and drive change. The Taos County Demand Response Expansion Plan will take a two-pronged approach to providing additional transit options for riders to the Town of Taos and Taos County. Currently, RTD Chile RIDE is the complementary paratransit service offered within the ¾ mile buffer zone of 340 Chile Line Red fixed route. RTD Chile RIDE operates from 800am-500pm Monday-Friday, operates on a reservation basis and is available solely to ADA-qualified individuals. The Project will expand the hours of service for RTD Chile RIDE to 730am-630pm to better serve the Town and its residents' needs to access healthcare and essential services. In addition to RTD Chile RIDE paratransit services, NCRTD looks to expand its services to provide demand response within Taos County in a 5 or 10mile radius of Taos County Administration building (service area will be dictated by the funding award).

Through this initiative the transportation community will become a recognized partner with the health/wellness and medical community. This initiative will demonstrate how partnerships across the transportation and health industries can reduce healthcare costs by leveraging public transportation assets.

The application deadline was May 31, 2016 to USDOT, with a consolidated application deadline to NMDOT of May 20, 2016.

Recommended Action: It is recommended that the Board move to adopt Resolution No. 2016-26 Authorizing NCRTD Staff to Apply for Federal Funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program to Provide Improved Access to Health and Human Services by Offering Expanded Mobility Options within Taos County for ADA and Non-ADA Riders, through ADA Complementary Paratransit and Demand Response Service.

Options/Alternatives:

- Board approval to adopt Resolution 2016 Authorizing the NCRTD Staff to apply for Federal funding through the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program to provide improved access to health and human services by offering expanded mobility options within Taos County for ADA and non-ADA riders through ADA complementary paratransit and demand response service; or
- Do not apply for the FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program funding, direct Staff to seek alternative funding sources; or
- Do nothing; do not attempt to procure funds to perform planning.

Fiscal Impact:

Taos County Demand Response Expansion Budget

Service Options	Estimated Operational Costs	Estimated Additional Vehicle(s) Costs	Total Estimated Project Costs
RTD Chile RIDE expanded hours of operation AND 5 mile Service Area Demand Response	$250,000	Not applicable (Using existing Fleet)	$250,000
RTD Chile RIDE expanded hours of operation AND 10 mile Service Area Demand Response	$450,000	$65,000 (Ford Transit 13 passenger ADA and ITS equipped).	$515,000

Service Options	Federal Amount	Local Match	Total Project Costs
RTD Chile RIDE expanded hours of operation AND 5 mile Service Area Demand Response	$200,000	$50,000	$250,000
RTD Chile RIDE expanded hours of operation AND 10 mile Service Area Demand Response	$412,000	$103,000	$515,000

Attachments:

- Resolution No. 2016-26
- FFY2016 Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants Program Availability (NOFA)

North Central Regional Transit District (NCRTD)

Resolution No. 2016-26

A RESOLUTION AUTHORIZING THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD) TO APPLY FOR FEDERAL FUNDING THROUGH THE FEDERAL FISCAL YEAR (FFY) 2016 INNOVATIVE COORDINATED ACCESS AND MOBILITY GRANTS PROGRAM TO PROVIDE IMPROVED ACCESS TO HEALTH AND HUMAN SERVICES BY EXPANDING ADA COMPLEMENTARY PARATRANSIT AND DEMAND RESPONSE SERVICE IN TAOS COUNTY.

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation (NMDOT) on the 14th day of September 2004;

WHEREAS, On March 29, 2016, the Federal Transit Administration (FTA) published FTA-2015-012-TPM-RTW on Grants.gov announcing the availability of approximately $5.3 million of funding from two programs to support the Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants (R2W Demonstration Grants).

WHEREAS, the funding sources are: Section 3006(b) of the Fixing America's Surface Transportation Act (FAST), Pub. L. 114-94, which authorizes a pilot program for innovative coordinated access and mobility; and 49 U.S.C. 5312 (Section 5312). Proposals must be submitted electronically through Grants.gov website by midnight Eastern Time on 5/31/2016.

WHEREAS, applications for consideration under the Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program are to be submitted May 24th, 2016 to NMDOT, with an ultimate submittal deadline to USDOT of May 31, 2016; and

WHEREAS, NCRTD will request a total of $412,000 in Federal funds (total project: $515,000) to provide improved access to health and human services by offering expanded mobility options within Taos County for Americans with Disabilities (ADA) and non-ADA riders, through ADA complementary paratransit and demand response service.

WHEREAS, upon selection to receive Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program FFY2016 funds, the NCRTD is committed to provide a 20% local match of $103,000; and

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the request for NCRTD Board authorization and support of Staff submitting for a Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program grant to provide improved access to health and human services by offering expanded mobility options within Taos County for ADA and non-ADA residents and visitors, through ADA complementary paratransit and demand response service.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10th DAY OF JUNE, 2016.

_____
Daniel Barrone, Chairman

Approved as to form:

_____
Peter Dwyer, NCRTD Legal Counsel

exempt from the break requirement. A Notice of Final Determination granting the OTA exemption was published on March 18, 2015 [80 FR 14227].

The substance of the exemption is not affected by this extension. The exemption covers only the 30-minute break requirement [49 CFR 395.3(a)(3)(ii)]. The exemption is restricted to drivers operating CMVs engaged in interstate logging originating in Oregon forestlands during periods in which the Oregon Department of Forestry (ODOF) imposes Industrial Fire Precaution Level 3 (IPFL3) on those lands, restricting the transportation of logs to certain hours of the day because of an elevated risk of forest fire.[1] Drivers operating under this exemption must be released from duty no more than 12 consecutive hours after the time they come on duty following 10 consecutive hours off duty. They must maintain a record of duty status (''log book'') for the days on which they travel outside a 100 air-mile radius of their normal work reporting location. If an individual chose to forego this short-haul exemption either by travelling outside the 100 air-miles or by working a 14 hour day instead of the 12 hours required by the exemption, he or she would be required to maintain a logbook for that day and also to comply with the 30-minute rest break provision.

The FMCSA does not believe the safety record of any driver operating under this exemption will deteriorate. However, should deterioration in safety occur, FMCSA will take all steps necessary to protect the public interest, including revocation of the exemption. The FMCSA has the authority to terminate the exemption at any time the Agency has the data/information to conclude that safety is being compromised.

Issued on: March 23, 2016.

T. F. Scott Darling, III,

Acting Administrator.

[FR Doc. 2016–07041 Filed 3–28–16; 8:45 am]

BILLING CODE 4910–EX–P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants

AGENCY: Federal Transit Administration (FTA), DOT.

Funding Opportunity Number: FTA–2015–012–TPM–RTW

Catalog of Federal Domestic Assistance (CFDA) Number: 20.514

ACTION: Notice of funding opportunity (NOFO): solicitation of project proposals for Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants.

SUMMARY: The Federal Transit Administration (FTA) announces the availability of approximately $5.3 million of funding from two programs to support the Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants (R2W Demonstration Grants). The funding sources are: Section 3006(b) of the Fixing America's Surface Transportation Act (FAST), Pub. L. 114–94, which authorizes a pilot program for innovative coordinated access and mobility; and 49 U.S.C. 5312 (Section 5312).

The goal of the competitive R2W Demonstration Grants is to find and test promising, replicable public transportation healthcare access solutions that support the following goals: increased access to care, improved health outcomes and reduced healthcare costs. Eligible applicants include: States, Tribes, and Designated or Direct Recipients for funds under 49 U.S.C. 5307, 5310 or 5311. Proposers must serve as the lead agency of a local consortium that includes stakeholders from the transportation, healthcare, human service or other sectors. Members of this consortium are eligible as subrecipients. Further, proposers must demonstrate that the proposed project was planned through an inclusive process with the involvement of the transportation, healthcare and human service industries. Eligible projects must have implementation-ready capital and operating projects that enhance access, such as: mobility management; health and transportation provider partnerships; technology; and other actions that drive change. These R2W Demonstration Grants will develop best practice solutions that other communities can replicate.

This announcement is available on the FTA Web site at: *http://www.fta.dot.gov/legislation_law/federal_register_notices.php.* A synopsis of this funding opportunity will be posted in the FIND module of the government-wide electronic grants Web site at *http://www.GRANTS.GOV.* FTA will announce final selections on the FTA Web site and may also announce selections in the **Federal Register**.

DATES: Complete proposals must be submitted electronically through the GRANTS.GOV ''APPLY'' function by May 31, 2016. Prospective applicants should initiate the process by registering on the GRANTS.GOV Web site promptly to ensure completion of the application process before the submission deadline. Instructions for applying can be found on FTA's Web site at *http://www.fta.dot.gov/grants/15066.html* and in the ''FIND'' module of GRANTS.GOV. Mail and fax submissions will not be accepted.

FOR FURTHER INFORMATION CONTACT: Danielle Nelson, FTA Office of Program Management, 202–366–2160, or *Danielle.Nelson@dot.gov.*

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A. Program Description

FTA announces the availability of funding from two programs to support the R2W Demonstration Grants. The funding sources are: Section 3006(b) of the FAST Act, which authorizes a pilot program for innovative coordinated access and mobility; and the 49 U.S.C. 5312 Research Program.

Current changes in the healthcare industry, from the passage of the Affordable Care Act to the increasing focus on preventive care, present an opportunity for public transportation to address transportation-related challenges to reduce healthcare costs, increase access to care and improve health outcomes for people. The healthcare industry's increasing focus on prevention and other improvements to the effectiveness and efficiency of care has resulted in an increased understanding of the value of partnerships between health and transportation.

R2W Demonstration Grants are part of a series of activities to support FTA's Rides to Wellness Program (R2W Program). The R2W Program seeks to address challenges for the transportation disadvantaged in getting access to healthcare, such as getting to the doctor, returning home from a hospital procedure; getting to rehabilitation services; getting to behavioral health services; getting to the pharmacy; and getting to free health screenings. Across the country, communities are experimenting with ways to overcome barriers to these essential services by leveraging partnerships across transportation, health, and wellness providers.

Through the R2W Demonstration Grants, FTA will fund projects with

[1] Neither IFPL 1 nor IFPL 2 restricts the transportation of timber.

strategies that enhance access, such as mobility management, health and transportation provider partnerships, technology, and other actions that drive change. For historically disadvantaged populations, there are many challenges to maintaining optimal health. Through community partnerships that break down industry silos, leverage existing resources, enhance mobility for targeted groups, and develop a person-centric model, these projects will provide ladders of opportunity that improve the health of our citizens.

The goals of the R2W Program are to:

1. Increase access to care;
2. Improve health outcomes; and
3. Reduce healthcare costs.

To support these goals, the R2W Demonstration Grants will:

1. Develop replicable, innovative, sustainable solutions to healthcare access challenges.
2. Foster local partnerships between health, transportation, home and community-based services and other sectors to collaboratively develop and support solutions that increase healthcare access.
3. Demonstrate the impacts of transportation solutions on improved access to healthcare and health outcomes and reduced costs to the healthcare and transportation sectors.

Building upon previous planning activities and private or federally funded research activities, R2W Demonstration Grants will be awarded to communities ready to implement a public transportation healthcare access solution.

FTA's goal for these demonstration grants is to select and test promising transportation healthcare access solutions that other communities can replicate. It is expected that successful projects will work collaboratively and leverage partnerships among Federal agencies of the Coordinating Council on Access and Mobility (CCAM), including the Department of Health and Human Services' operating divisions such as the Administration for Community Living, the Health Resources and Services Administration, and the Centers for Medicare and Medicaid Services. Partnerships that cross health and transportation sectors facilitate better health for communities through increased access to health/wellness services through transportation. The R2W Demonstration Grants will operate as pilots for up to eighteen (18) months. Within the first year, projects must be able to demonstrate impacts related to the goals of R2W: Increased access to care, improved health outcomes, and reduced healthcare costs.

This notice solicits proposals for funding under two programs:

- Approximately $2 million in fiscal year (FY) 2016 funds under Section 3006(b) of the FAST Act, which authorizes a pilot program for innovative coordinated access and mobility.
- Approximately $3.3 million in FY 2015 funds for research projects under Section 5312, authorized by the Moving Ahead for Progress in the 21st Century Act (MAP 21), Public Law 112–141.

Section 3006(b) of the FAST Act authorizes a pilot program for innovative coordinated access and mobility. Under this program, the Secretary may make grants to eligible recipients to assist in financing innovative projects for the transportation disadvantaged that improve the coordination of transportation services and non-emergency medical transportation services, including:

(A) The deployment of coordination technology;

(B) Projects that create or increase access to community One-Call/One-Click Centers, and;

(C) Such other projects as determined appropriate by the Secretary.

49 U.S.C. 5312, as amended by MAP–21 and continued in the FAST Act, authorizes research, development, demonstration and deployment projects. Through this program, FTA may make grants, or enter into contracts, cooperative agreements and other agreements for research, development, demonstration and deployment projects, and evaluation of research and technology of national significance to public transportation that the Secretary of Transportation determines will improve public transportation. A demonstration and deployment project that receives assistance under this section must seek to build on successful research, innovation, and development efforts to facilitate:

(A) The deployment of research and technology development resulting from private efforts or Federally funded efforts, and;

(B) The implementation of research and technology development to advance the interests of public transportation.

This notice includes priorities established by FTA for these competitive funds, criteria FTA will use to identify meritorious projects for funding, and the process to apply for funding.

B. Federal Award Information

Only proposals from eligible recipients for eligible activities will be considered for funding. Due to funding limitations, proposers that are selected for funding may receive less than the amount originally requested. In those cases, applicants must be able to demonstrate that the proposed projects are still viable and can be completed with the amount awarded.

Type of Award: Competitive Grants.

Estimated Available Funds: $5,300,000. Contingent upon the availability of funds and the quality of applications, FTA may make additional awards in FY 2016 if additional resources become available.

There is no minimum or maximum grant award amount; however, FTA intends to fund as many meritorious projects as possible at funding levels necessary to conduct meaningful pilot testing.

C. Eligibility Information

1. Eligible Applicants

Eligible proposers for awards must be:

i. States, Tribes, Designated or Direct Recipients under 49 U.S.C. 5307, 5310 or 5311.

Proposers must serve as the lead agency of a local consortium that includes stakeholders from the transportation, healthcare, human service or other sectors. Members of this consortium are eligible as subrecipients. Further, proposers must demonstrate that the proposed project was planned through an inclusive process with the involvement of the transportation, healthcare and human service industries. An implementation plan and schedule must be submitted as part of the proposal.

2. Cost Sharing or Matching

The federal share of project costs for R2W Demonstration Grants is 80%, with the applicant providing a local share of 20% of the net project cost and documenting the source of the local match in the grant application.

The local match may include:

i. Cash from non-governmental sources other than revenues from providing public transportation services;

ii. Non-farebox revenues from the operation of public transportation service, such as the sale of advertising and concession revenues. A voluntary or mandatory fee that a college, university, or similar institution imposes on all its students for free or discounted transit service is not farebox revenue;

iii. Amounts received under a service agreement with a State or local social service agency or private social service organization;

iv. Undistributed cash surpluses, replacement or depreciation cash funds, reserves available in cash, or new capital;

v. Amounts appropriated or otherwise made available to a department or agency of the Federal Government (other than the U.S. Department of Transportation);

vi. In-kind contribution such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share; and

vii. Value capture revenue (revenue generated from value capture financing mechanisms).

3. Other

Eligible projects under this program are implementation-ready capital and operating projects that enhance public transportation access such as: Mobility management; health and transportation provider service partnerships; technology; and other activities. These demonstration grants are meant to build upon previous private or federally funded efforts such as: projects developed through the National Center for Mobility Management's Healthcare Access Mobility Design Challenge; the Administration for Community Living's Inclusive Coordinated Transportation Project, Round 2; the Veterans Transportation and Community Living Initiative (VTCLI); the Mobility Services for All Americans (MSAA) Initiative; or similar efforts. FTA's goal for these demonstration grants is to identify and test promising healthcare access solutions that other communities can replicate.

D. Application And Submission Information

All proposals must be submitted electronically through the GRANTS.GOV APPLY function. Any agency intending to apply should initiate the process of registering on the GRANTS.GOV site immediately to ensure completion of registration before the submission deadline. Instructions for applying can be found on FTA's Web site at *http:/www.fta.dot.govbus*, and in the ''FIND'' module of GRANTS.GOV.

A complete proposal submission will consist of at least two files: (1) The SF 424 Mandatory form (downloaded from GRANTS.GOV); and (2) the Applicant and Proposal Profile supplemental form for R2W Pilot program (supplemental form) found on the FTA Web site at *http://www.fta.dot.gov/grants/15926.html.* The supplemental form provides guidance and a consistent format for proposers to respond to the criteria outlined in this Notice of Funding Opportunity. Once completed, the supplemental form and business plan must be placed in the attachments section of the SF 424 Mandatory form. Proposers must use the supplemental form designated for the R2W Pilot program and attach it to their submission in GRANTS.GOV to successfully complete the application process. A proposal submission may contain additional supporting documentation as attachments.

Within 24–48 hours after submitting an electronic application, the applicant should receive three email messages from GRANTS.GOV: (1) Confirmation of successful transmission to GRANTS.GOV, (2) confirmation of successful validation by GRANTS.GOV and (3) confirmation of successful validation by FTA. If confirmations of successful validation are not received and a notice of failed validation or incomplete materials is received, the applicant must address the reason for the failed validation, as described in the email notice, and resubmit before the submission deadline. If making a resubmission for any reason, include all original attachments regardless of which attachments were updated and check the box on the supplemental form indicating this is a resubmission.

Complete instructions on the application process can be found at *http://www.fta.dot.gov/about/15035.html.* Important: FTA urges proposers to submit their applications at least 72 hours prior to the due date to allow time to receive the validation messages and to correct any problems that may have caused a rejection notification. FTA will not accept submissions after the stated submission deadline. GRANTS.GOV scheduled maintenance and outage times are announced on the GRANTS.GOV Web site at *http://www.GRANTS.GOV.* Deadlines will not be extended due to scheduled maintenance or outages.

Proposers are encouraged to begin the process of registration on the GRANTS.GOV site well in advance of the submission deadline. Registration is a multi-step process, which may take several weeks to complete before an application can be submitted. Registered proposers may still be required to take steps to keep their registration up to date before submissions can be made successfully: (1) Registration in the System for Award Management (SAM) is renewed annually and (2) persons making submissions on behalf of the Authorized Organization Representative (AOR) must be authorized in GRANTS.GOV by the AOR to make submissions. Instructions on the GRANTS.GOV registration process are listed in Appendix A.

Information such as proposer name, Federal amount requested, local match amount, description of areas served, etc. may be requested in varying degrees of detail on both the SF 424 form and supplemental form. Proposers must fill in all fields unless stated otherwise on the forms. Proposers should use both the ''Check Package for Errors'' and the ''Validate Form'' validation buttons on both forms to check all required fields on the forms, and ensure that the federal and local amounts specified are consistent.

1. Address To Request Application Package

To request a paper copy of the application materials for this program, contact Danielle Nelson, Federal Transit Administration, phone: (202) 366–2160, fax: (202) 366–3475, or email: *Danielle.Nelson@dot.gov.* A TDD is available at 1–800–877–8339 (TDDFIRS).

2. Content and Form of Application Submission

For complete and up to date guidance on the project information and project evaluation criteria that must be documented, refer to the Rides to Wellness Demonstration and Innovative Coordinated Access and Mobility Grants program on the FTA Web site: *http://www.fta.dot.gov/grants/13077.html.*

At a minimum, every proposal must:

- Submit an SF–424 with the correct supplemental form attached.
- Submit the supplemental form that clearly shows how the proposed project will meet FTA's goal to find and test promising public transportation healthcare access solutions that other communities can replicate.
- Include all relevant letters of commitment or support (these will not count against the page limit for the solicitation response).
- Provide a project timeline, including significant milestones.
- Provide Congressional district information for the project's place of performance.

3. Unique Entity Identifier and System for Award Management (SAM)

Each applicant (unless the applicant is an individual or Federal awarding agency that is excepted from those requirements under 2 CFR 25.110(b) or (c), or has an exception approved by the Federal awarding agency under 2 CFR 25.110(d)) is required to: (i) Be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active grant or an application or plan under consideration. FTA may not make an

award to an applicant until the applicant has complied with all applicable unique entity identifier and SAM requirements. If an applicant has not fully complied with the requirements by the time FTA is ready to make a Federal award, the FTA may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

4. Submission Dates and Times

Project proposals must be submitted electronically through *http://www.GRANTS.GOV* by 11:59 p.m. E.D.T. on May 31, 2016. Mail and fax submissions will not be accepted.

5. Intergovernmental Review—Not Applicable

6. Funding Restrictions

Eligible expenditures include capital and operating expenses such as mobility management activities, equipment, software and information systems; as well as the acquisition of services as part of a pilot demonstration.

The FTA will issue specific guidance to recipients regarding pre-award authority at the time of selection. The FTA does not provide pre-award authority for competitive funds until projects are selected and even then there are Federal requirements that must be met before costs are incurred. For more information about FTA's policy on pre-award authority, please see the FY 2016 Apportionment Notice published on February 16, 2016. *http://www.fta.dot.gov/grants/12853.html.*

7. Other Submission Requirements

Project proposals must be submitted electronically through *http://www.GRANTS.GOV* by 11:59 p.m. E.D.T. on May 31, 2016. Mail and fax submissions will not be accepted.

E. Application Review Information

1. Project Evaluation Criteria

FTA will evaluate proposals submitted according to the following criteria: (i.) Demonstration of need; (ii.) demonstration of benefits; (iii.) planning and partnership; (iv.) local financial commitment; (v.) project readiness; and (vi.) technical, legal and financial capacity. Each proposer is encouraged to demonstrate the responsiveness of a project to any and all criteria with the most relevant information that the proposer can provide, regardless of whether such information has been specifically requested, or identified in this notice.

i. Demonstration of Need

FTA will evaluate proposals on the scale of the local healthcare access challenge addressed through the project. Both the scope of the overall challenge, as well as the size of the specific segment of the population served by the proposed project will also be considered.

ii. Demonstration of Benefits

FTA will evaluate proposals on the basis of the benefits from the proposed project. Benefits will be tied to the R2W Program's goals of increased access to care; improved health outcomes; and reduced healthcare costs. Benefits identified in the proposals will be evaluated at both the individual level, and that of the local health and transportation providers. Proposals will be judged on the extent to which the proposed project demonstrates a benefit to the healthcare access challenge demonstrated above. Projects will be evaluated on the ability of the proposed project to yield data demonstrating impacts on the goals of FTA's R2WProgram: To increase access to care, improve health outcomes and reduce healthcare costs. Proposals must show an ability to provide impactful data during and at the conclusion of the pilot project. Applicants need to be aware that if chosen for award, an independent evaluation of the demonstration grant may occur at various points in the deployment process and at the end of the pilot project.

iii. Planning and Partnership

Proposers must provide a description of the eligible project and outline project partners and their specific role in the project—including private entities and nonprofit entities involved in the coordination of nonemergency medical transportation services for the transportation disadvantaged. Include a description of how the eligible project would improve local coordination, or access to coordinated transportation service; reduce duplication of service, if applicable; and provide innovative solutions in the State and/or community. Proposers should provide evidence of strong commitment from key partners, including letters of support from relevant local stakeholders. An eligible recipient may submit an application in partnership with other entities that intend to participate in the implementation of the project. Applicants are advised that any changes to the proposed partnership will require FTA advance approval, and would need to be consistent with the scope of the approved project.

iv. Local Financial Commitment

Applicants must identify the source of the local share and describe whether such funds are currently available for the project or will need to be secured if the project is selected for funding. FTA will consider the availability of the local share as evidence of local financial commitment to the project. In addition, an applicant may propose a local share that is greater than the minimum requirement or provide documentation of previous local investment in the project as evidence of local financial commitment.

v. Project Readiness

FTA will evaluate the project on the proposed schedule and the consortium's ability to implement it. Proposers should indicate the short-term, mid-range and long-term goals for the project. Proposers also should provide a description of how the project will help the transportation disadvantaged and improve the coordination of transportation services and non-emergency medical transportation services, such as—the deployment of coordination technology; projects that create or increase access to community One-Call/One-Click Centers; mobility management; etc. Proposals should provide specific performance measures the eligible project will use to quantify actual outcomes against expected outcomes. FTA will evaluate the project on the extent to which it was developed inclusively, incorporating meaningful involvement from key stakeholders including consumer representatives of the target groups and providers from the healthcare, transportation and human service sectors, among others. Significant, ongoing involvement of the intended target population of the intervention must be shown.

vi. Technical, Legal and Financial Capacity

FTA will evaluate proposals on the capacity of the lead agency and any partners to successfully execute the pilot effort. There should be no outstanding legal, technical, or financial issues with the proposer that would make this a high-risk project. FTA will evaluate each proposal (including the business plan, financial projections, and other relevant data) for feasibility and longer-term sustainability of both the pilot project as well as the proposed project at full deployment. It is FTA's intent to select projects with a high likelihood of long-term success and sustainability.

2. Review and Selection Process

In addition to other FTA staff that may review the proposals, an inter-agency technical evaluation committee with membership from one or more agencies of the Coordinating Council on Access and Mobility may review proposals under the project evaluation criteria. Members of the technical evaluation committee and other involved FTA staff reserve the right to screen and rate the applications received and to seek clarification from any applicant about any statement in its application that FTA finds ambiguous and/or request additional documentation to be considered during the evaluation process to clarify information contained within the proposal.

After consideration of the ratings of the technical evaluation, the FTA will determine the final selection and amount of funding for each project. Geographic diversity and the applicant's receipt of other Federal funding may be considered in FTA's award decisions. FTA may provide reduced funding or fund only part of an application.

F. Federal Award Administration Information

1. Federal Award Notices

FTA may publish awards in a **Federal Register** Notice and on the FTA public Web site.

2. Administrative and National Policy Requirements

i. Pre-Award Authority

The FTA will issue specific guidance to recipients regarding pre-award authority at the time of selection. The FTA does not provide pre-award authority for competitive funds until projects are selected and even then there are Federal requirements that must be met before costs are incurred. For more information about FTA's policy on pre-award authority, please see the FY 2016 Apportionment Notice published on February 16, 2016. *http://www.fta.dot.gov/grants/12853.html.*

ii. Grant Requirements

If selected, awardees will apply for a grant through FTA's electronic grant management system and adhere to the customary FTA grant requirements. All competitive grants, regardless of award amount, will be subject to the congressional notification and release process. The FTA emphasizes that third-party procurement applies to all funding awards, as described in FTA.C.4220.1F. However, FTA may approve applications that include a specifically identified partnering organization(s) (2 CFR part 200, Section 200.320, sub paragraph (f)). When included, the application, budget and budget narrative should provide a clear understanding of how the selection of these organizations is critical for the project and of sufficient detail to understand the costs involved.

iii. Planning

The FTA encourages proposers to engage the appropriate State Departments of Transportation, Regional Transportation Planning Organizations, or Metropolitan Planning Organizations in areas likely to be served by the project funds made available under this programs.

iv. Standard Assurances

The applicant assures that it will comply with all applicable Federal statutes, regulations, executive orders, FTA circulars, and other Federal administrative requirements in carrying out any project supported by the FTA grant. The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant agreement issued for its project with FTA. The applicant understands that Federal laws, regulations, policies, and administrative practices might be modified from time to time and may affect the implementation of the project. The applicant agrees that the most recent Federal requirements will apply to the project, unless FTA issues a written determination otherwise. The applicant must submit the Certifications and Assurances before receiving a grant if it does not have current certifications on file.

3. Reporting

Post-award reporting requirements include submission of Federal Financial Reports and Milestone Reports in FTA's electronic grants management system.

G. Federal Awarding Agency Contact

For questions about applying for the programs outlined in this notice, please contact Danielle Nelson, Federal Transit Administration, phone: (202) 366–2160, fax: (202) 366–3475, or email, *Danielle.Nelson@dot.gov.* A TDD is available at 1–800–877–8339 (TDDFIRS).

Ellen Partridge,

Chief Counsel.

[FR Doc. 2016–07008 Filed 3–28–16; 8:45 am]

BILLING CODE P

DEPARTMENT OF TRANSPORTATION

Federal Transit Administration

FY16 Competitive Funding Opportunity: Grants for Buses and Bus Facilities and Low or No Emission Grant Programs; 5339(b) Grants for Buses and Bus Facilities Program and 5339(c) Low or No Emission Program

AGENCY: Federal Transit Administration (FTA), DOT.

ACTION: Notice of Funding Opportunity (NOFO).

SUMMARY: The Federal Transit Administration (FTA) announces the availability of approximately $211 million of Fiscal Year (FY) 2016 funds for the Section 5339(b) Grants for Buses and Bus Facilities Competitive Grant Program (Bus Program) and approximately $55 million for 5339(c) Low or No Emission Bus Competitive Grant Program (Low-No Program). Funds awarded for the Bus Program will finance capital projects to replace, rehabilitate, purchase or lease buses and related equipment and to rehabilitate, purchase, construct or lease bus-related facilities, including programs of bus and bus-related projects for subrecipients that are public agencies, private companies engaged in public transportation, or private non-profit organizations. Funds awarded for the Low-No Program will finance the purchase or lease of low or no emission vehicles that use advanced technologies, including related equipment or facilities, for transit revenue operations. Projects may include costs incidental to the acquisition of buses or to the construction of facilities, such as the costs of related workforce development and training activities, and project development. FTA may award additional funding that is made available to the program prior to the announcement of project selections.

DATES: Complete proposals must be submitted electronically through the GRANTS.GOV ''APPLY'' function by May 13, 2016. Prospective applicants should initiate the process by registering on the GRANTS.GOV Web site promptly to ensure completion of the application process before the submission deadline. Instructions for applying can be found on FTA's Web site at *http://transit.dot.gov/howtoapply* and in the ''FIND'' module of GRANTS.GOV. Mail and fax submissions will not be accepted.

FOR FURTHER INFORMATION CONTACT: For the Bus Program, contact Sam Snead, FTA Office of Program Management, 202–366–1089, or *samuel.snead@*

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - K

Title: Resolution No. 2016-27 Authorizing the submittal of applications for Federal funding for §5304, §5307, §5309, §5310 and §5311 in Federal Fiscal Year 2018

Prepared By: Stacey McGuire, Planning, Projects & Grants Manager

Summary: Approval for NCRTD Staff to submit letter of intent to New Mexico Department of Transportation (NMDOT) to file an application for Federal grants for Federal Fiscal Year (FFY) 2018.

Background: The NCRTD files for Federal grants that pass through NMDOT each year. The §5304 grant is for planning; the §5307 grant program is for urban public transportation; the §5309 grant program is capital assistance for bus and bus facilities; the §5310 grant is for qualifying elderly and ADA entities to purchase vehicles for their transportation division; and the §5311 grant supplies funding for administrative, operating, and capital for qualifying rural recipients.

The letter of intent deadline for submittal to NMDOT is June 20, 2016, and must be filed in order to submit an application packet which is expected to be due in September 2016.

Recommended Action: It is recommended that the Board approve Resolution No. 2016-27 which authorizes Staff to file a letter of intent with NMDOT so that appropriate applications can be filed by September 2016.

Options/Alternatives: Not filing a letter of intent with NMDOT and subsequently applying for Federal funding in FFY2018 could substantially impact the budget by approximately two and a half million dollars, plus capital awards.

Fiscal Impact: The grant funds are necessary to the NCRTD's annual budget to sustain existing routes.

Attachments:
- Resolution No. 2016-27
- 2016 Notice to Interested Parties from NMDOT
- 2016 Letter of Intent to NMDOT for §5304, §5307, §5309, §5310, and §5311 Federal funding

North Central Regional Transit District (NCRTD)

Resolution No. 2016-27

A RESOLUTION AUTHORIZING THE SUBMITTAL OF A LETTER OF INTENT FOR §5304, §5307, §5309, §5310, §5311 FEDERAL FUNDING FOR FEDERAL FISCAL YEAR 2018

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

WHEREAS, the NCRTD wishes to submit a letter of intent to New Mexico Department of Transportation in order to file application(s) for §5304, §5307, §5309, §5310, §5311 grant funding for the 2018 Federal fiscal year; and

WHEREAS, the funding may be used for planning and design (§5304); capital outlay including state of good repair of buses and bus facilities (§5309); urban public transportation (§5307); vehicle purchase for qualifying ADA and elderly entities (§5310) administrative, operating, and capital funding assistance for rural public transportation (§5311); and

WHEREAS, the letters of intent are anticipated to be due to the New Mexico Department of Transportation by June 20, 2016;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District will be filing an application for §5304, §5307, §5309, §5310, and §5311 Federal funding.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10th DAY OF JUNE, 2016.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

MAY 20, 2016

NOTICE TO INTERESTED PARTIES
FY 2018 FINANCIAL ASSISTANCE FOR
FORMULA GRANTS FOR RURAL AREAS
49 USC SECTION 5311
AND
ENHANCED MOBILITY OF SENIORS AND INDIVIDUALS WITH DISABILITIES
49 USC SECTION 5310

The New Mexico State Department of Transportation's Transit and Rail Division is accepting Letters of Intent from organizations interested in applying for Federal Transit Administration (FTA) Section 5310 Program (Enhanced Mobility of Seniors and Individuals with Disabilities) which provides capital grants to assist private non-profit organizations and, under certain conditions, public agencies, to provide safe, efficient, and coordinated transportation services for seniors and individuals with disabilities for whom public transportation is otherwise unavailable, insufficient, or inappropriate, and organizations interested in applying for FTA Section 5311 Program (Rural/Non-Urbanized Public Transportation) which provides administrative, operating, and capital funding assistance for rural public transportation.

Descriptions of these grant programs, as well as others, are available at the FTA website: https://www.transit.dot.gov/grants

THIS NOTICE APPLIES TO FUNDING FOR THE 2018 FEDERAL FISCAL YEAR FOR SECTIONS 5310 and 5311 PROGRAMS BEGINNING OCTOBER 1, 2017 THROUGH SEPTEMBER 30, 2018

Interested parties wishing to apply for assistance under SECTIONS 5310 and 5311 **MUST return a Letter of Intent postmarked no later than Monday, June 20, 2016 to:**

New Mexico Department of Transportation
Transit and Rail Division
c/o FY 2018 LOI – Delilah Garcia
P.O. Box 1149
Santa Fe, New Mexico 87504-1149

Letters of Intent **must** include:

1. Organization Name, Address, and Telephone Number.
2. Name, phone number and e-mail address of contact person.
3. Specify which application package(s) you are requesting (Sections 5310 and 5311)

For further information on these programs,
Please contact Delilah Garcia at 505-827-5653 or Delilah.Garcia@state.nm.us

Daniel Barrone
Chair

Anthony J. Mortillaro
Executive Director

Governmental
Board of Directors

City of Española

City of Santa Fe

Town of Edgewood

County of Rio Arriba

County of Santa Fe

County of Los Alamos

County of Taos

Town of Taos

Nambe` Pueblo

Ohkay Owingeh Pueblo

Santa Clara Pueblo

Pueblo of Pojoaque

Pueblo of Tesuque

Pueblo de San Ildefonso

10June2016

New Mexico Department of Transportation
Transit and Rail Division
C/0 FY 2018 LOI- Delilah Garcia
PO Box 1149
Santa Fe, NM 87504-1149

Ms. Garcia-

Please consider this the North Central Regional Transit District's letter of intent to apply for Federal funding for FFY2018. We will be applying for Federal §5304, §5307, §5309, §5310 and §5311 funding through New Mexico DOT.

Please send any related information to:

North Central Regional Transit District
Anthony Mortillaro, Executive Director
1327 North Riverside Drive
Española, NM 87532

Contact person:
Stacey McGuire
505.629.4704 office
staceym@ncrtd.org

Sincerely,

Anthony Mortillaro
Executive Director

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - L

Title: Board Discussion and Direction Authorizing Staff to Coordinate with DreamTree Project, Inc. to Implement a Safe Place Program and Possible Action Approving Resolution No. 2016-28 and Authorizing the Executive Director to Execute a Memorandum of Understanding

Prepared By: Stacey McGuire, Planning, Projects & Grants Manager

Summary: Safe Place provides access to immediate help and supportive resources for youth and young adults in need. As a community initiative, the program designates schools, fire stations, libraries and other youth-friendly organizations as Safe Place locations, which display the yellow and black sign.

NCRTD buses and administrative buildings would be designated as a “Safe Place” through this program.

Background: Safe Place locations extend the doors of the local youth service agency or shelter to support teens in crisis situations, creating a safety net for youth. DreamTree Project, Inc. and NCRTD have been working together on creating a Safe Place Program that will work with public transit providers. NCRTD vehicles and administrative buildings would be designated as a “Safe Place” and would display a yellow sign stating such. NCRTD Staff would receive annual Safe Place Program training from DreamTree Project. Upon request by a person in need, NCRTD Staff would notify DreamTree Project Staff that a request for help has been received, and that the person will be transported along existing NCRTD routes (and schedule times) to existing bus stop(s) in Taos to be picked up by DreamTree Project Staff.

Recommended Action: It is recommended that the Board approve Resolution No. 2016-28 which authorizes Staff to coordinate with DreamTree Project, Inc. to implement a Safe Place Program and authorizes the execution of a Memorandum of Understanding

Options/Alternatives:
N/A

Fiscal Impact: Estimated cost to implement the Safe Place Program is expected not to exceed $400 for materials and training, and approximately $50 to ship materials.

Attachments:

- Resolution No. 2016-28
- Memorandum of Understanding between NCRTD and DreamTree Project, Inc.
- National Safe Place Program overview

North Central Regional Transit District (NCRTD)

Resolution No. 2016-28

A RESOLUTION AUTHORIZING NCRTD STAFF TO COORDINATE WITH DREAMTREE PROJECT, INC. TO IMPLEMENT A SAFE PLACE PROGRAM AND ENTER INTO A MEMRANDUM OF UNDERSTANDING

WHEREAS, the NCRTD was created through legislative enactment (NMSA 1978, Section 73-25-1 et seq.); and

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation on the 14th day of September 2004;

WHEREAS, NCRTD will provide transport on its existing routes using its existing schedules to the Town of Taos to existing NCRTD bus stop(s) for individuals requesting Safe Place assistance;

NOW, THEREFORE, BE IT RESOLVED by the NCRTD Board that the District will coordinate with DreamTree Project, Inc. to implement a Safe Place Program at the NCRTD.

PASSED, APPROVED AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10th DAY OF JUNE, 2016.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

Memorandum of Understanding

Between North Central Regional Transit District and DreamTree Project, Inc.

This agreement is effective this ___ day of _____ and is valid for one year, unless terminated by notice in writing by either party. The NCRTD may elect to renew this MOU annually by payment of the annual renewal fee.

This Memorandum of Understanding (MOU) documents arrangements between North Central Regional Transit District (NCRTD) and DreamTree Project, Inc. (DTP) to coordinate transit services for vulnerable and/or homeless individuals that request a "Safe Place" and assistance. Upon request, NCRTD will notify DTP that an individual has requested assistance. Passengers requesting DTP assistance may be transported to the Town of Taos via existing NCRTD bus routes and schedules but nothing herein shall require the NCRTD to operate its transit services differently for DTP or Safe Place Program riders than it does for all other NCRTD passengers. DTP may arrange to pickup passengers from NCRTD designated bus stop(s) in the Town of Taos and this MOU has been entered into to coordinate the activities of the NCRTD as a transit agency and the activities of DTP in providing assistance to vulnerable and/or homeless people.

DTP acknowledges and agrees that nothing in this MOU requires or shall be deemed to require the NCRTD to operate its transit services in a manner inconsistent with NCRTD policies and procedures and local, state or federal law. Nothing herein shall require or be deemed to require the NCRTD to appropriate money, purchase insurance, or otherwise make any financial commitments or expenditures in excess of the amounts set forth herein. The NCRTD reserves the right to change its routes, operations and procedures for the delivery of transit services and nothing herein shall constitute an agreement by the NCRTD to provide or deny transit services other than those services the NCRTD provides or denies pursuant to its own policies and procedures.

The NCRTD hereby agrees to:

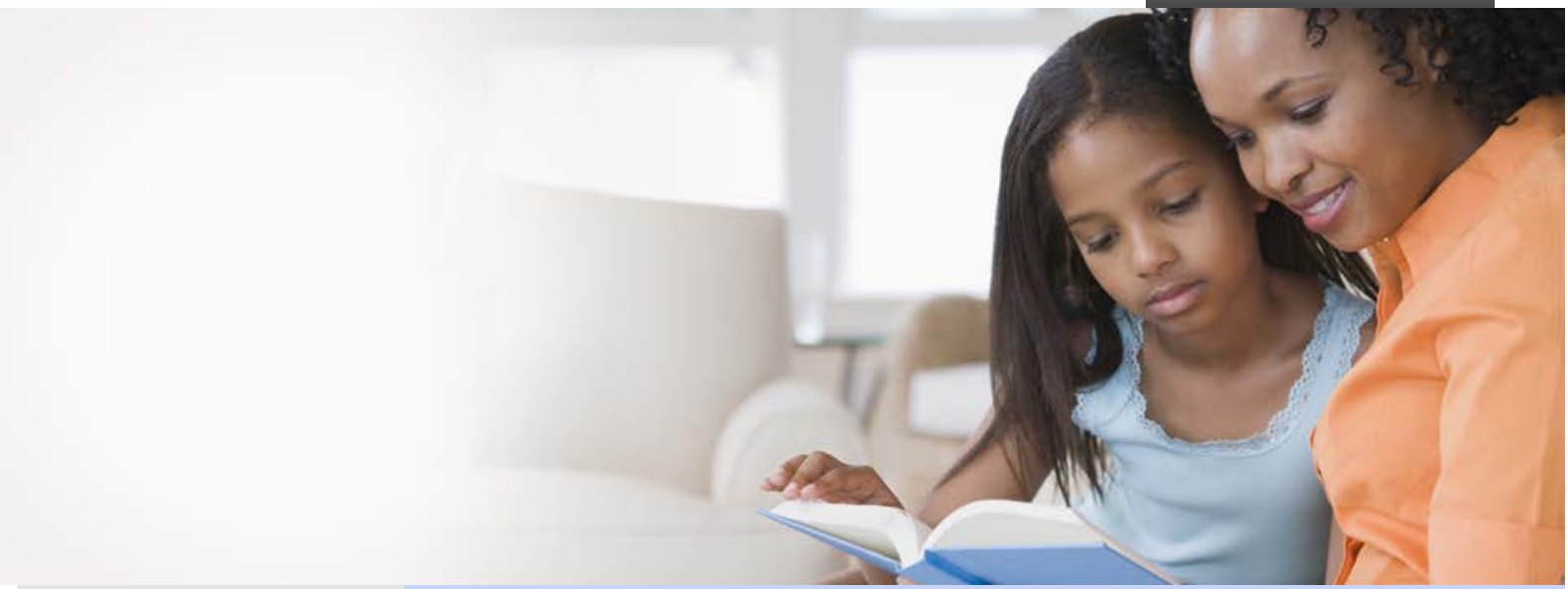
1. Designate its vehicles and Administrative facilities as "Safe Place" locations; and
2. Assign a "Safe Place Contact" person to act as the liaison between NCRTD and DreamTree Project, Inc. Staff; and

3. Train and instruct NCRTD Staff how to notify Dispatch and/or the NCRTD designated Safe Place Contact when approached by a vulnerable and/or homeless individual and assistance is requested; and
4. Train and instruct NCRTD Dispatch and/or Safe Place Contact in proper procedures to notify DreamTree Project of a an individual requesting assistance; and
5. Transport passengers within the NCRTD service area to designated bus stops (along existing transit routes) in the Town of Taos to the extent such transportation is permitted by NCRTD policies and procedures; and
6. Participate in annual training performed by DreamTree Project, Inc. Staff; and
7. Pay to Dream Tree Project not to exceed $400 for: (1) annual training and initial sign-up fee; (2) large “Safe Place” signs; (2) “If Closed” decals; (2) procedure cards; (75) approximately 8 inch “Safe Place” stickers; and
8. Pay approximately $50 in shipping fees related to Safe Place Program materials; and
9. Consider annual renewal for $15 which amount includes annual training.

DTP hereby agrees to:

1. Provide the annual training, “Safe Place” signs, decals, procedure cards and stickers described above.
2. Coordinate with the NCRTD to pickup individuals requesting Safe Place assistance from NCRTD bus stop(s) in the Town of Taos.
3. Comply with all state and federal laws including but not limited to laws regarding minors.

For DreamTree Project, Inc.:	For North Central Regional Transit District:
_____	_____
Signature	Signature
_____	_____
Printed Name	Printed Name
_____	_____
Title	Title
_____	_____
Date	Date



Make a Donation

Volunteer at Safe

Sponsc

HEROE

Start a New Safe

Building A Safety Net For Youth

Start a new Safe Place program and begin giving the gifts of help and safety to youth in your area.

The following actions need to occur in order to start a Safe Place program:

- Assess the needs of the community in regard to runaway incidences, abuse and neglect allegations, existing outreach and education efforts, access to shelter services, and existing collaborations with businesses and community organizations.
- Provide community leaders with data substantiating the need for Safe Place, how it will benefit the community, and data regarding the utilization of Safe Place in other communities.
- Identify financial resources for the program.
- Send a "letter of intent" and a program implementation plan to National Safe Place Network. Please contact the National Safe Place Network office for more information about this requirement.
- Once the implementation plan is approved, National Safe Place Network will forward a Safe Place License Agreement granting permission to establish the program and use the Safe Place logo.
- The staff member(s) responsible for Safe Place implementation and coordination will be required to participate in a comprehensive **Safe Place implementation training session.**

National Safe Place Network staff will provide on-going consultation during the implementation planning period and beyond.

Support from National Safe Place Network includes:

- On-going consultation with National Safe Place Network staff through telephone and email communication, webinars and, in some cases, agency visits;
- Quality standardized Safe Place materials;
- Access to a password-protected area of the national Safe Place website;

National Safe Place Network newsletters, electronic updates, and funding opportunities on a regular basis

- Access to the national Safe Place database with extensive reporting features;
- Legal protection of the Safe Place logo;
- Advocacy efforts on behalf of disconnected youth in conjunction with National Safe Place Week and throughout the year
- State, regional and national networking opportunities;
- On-going training opportunities in pertinent areas of interest;
- Professionally produced video presentations and public service announcements.

If you are interested in learning more about how to begin the Safe Place program, please **email us** or contact the National Safe Place Network office at (502) 635-3660.

Donate Now!
Quick. Easy. Secure.

Connect with us. We like to help.

DONATE NOW
GET INVOLVED
WHAT IS SAFE PLACE?
HOW IT WORKS
TXT 4 HELP
SITE MAP
OUR PARTNERS
MEDIA
SAFE PLACE + TEENS
TRAINING
HELPFUL LINKS
CONTACT US

National Safe Place is an independent nonprofit organization offered by the YMCA of Greater Louisville

Agenda Report
NCRTD Board of Directors Meeting
Meeting Date: June 10, 2016

Agenda Item - M

Title: Discussion and consideration of Resolution No. 2016-19 Requesting Los Alamos County (LAC) to continue its annual contribution to the North Central Regional Transit District (District) and consider a long term funding commitment.

Prepared By: Anthony J. Mortillaro, Executive Director

Summary: The attached resolution sponsored by Board Members Joseph Maestas and Charlie Dorame, asks that LAC continue its annual funding contribution to the District for FY 2017 and that future allocations continue beyond this time period. Furthermore, it requests that no further reductions be made to the annual amount of $350,000.

Background: The "Progress through Partnering" program was commenced by Los Alamos County in the fall of 2005 and the LAC County Council had annually approved a program allocation of $1.5 million per year for five years for those regional activities identified in that program. In a collective effort, the then NCRTD staff assisted LAC in securing consensus among the various governing bodies in North Central New Mexico and the execution of Cooperative Agreements that provided in particular for the $1.1 million in annual funding for regional transit to the NCRTD. Although the five year agreement expired in 2012, LAC has continued to make voluntary contributions to the NCRTD, although at a lower amount than previously, due to economic conditions impacting the County. The following contribution levels have continued since FY 2013:

Year	Amount
2013	$500,000
2014	$450,000
2015	$400,000
2016	$350,000
2017 Estimated	$350,000

This annual funding allocation from Los Alamos County to the NCRTD is essential in providing the funds for the federal matching contributions, operational costs and capital for regional transportation that the District provides. These funds are also utilized to provide for mid-day service to Los Alamos County. Without this funding assistance from Los Alamos County it would be very challenging for the District to have achieved the success it had in serving the transit needs for the residents of these communities and providing the critical interconnectivity for work, educational, medical, and social and quality of life needs for this diverse region.

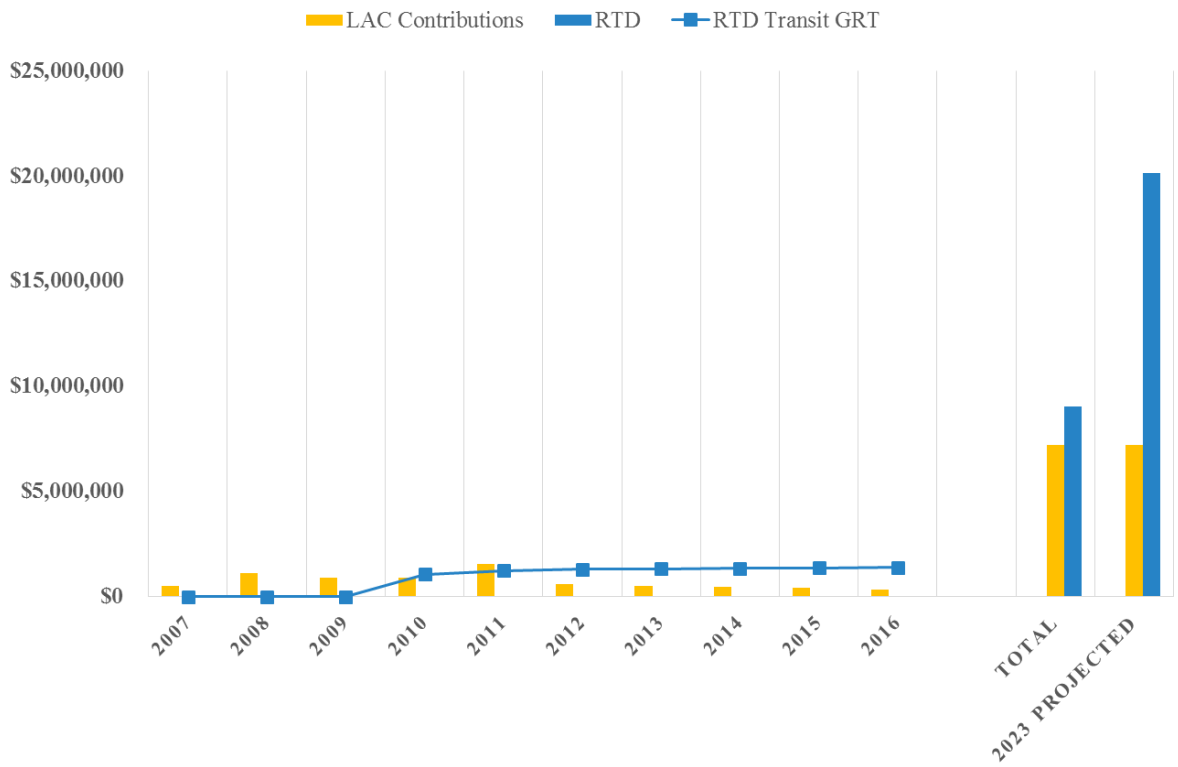
With the FY 2017 contribution the NCRTD will have received $7,250,000 from Los Alamos County over the last seven years.

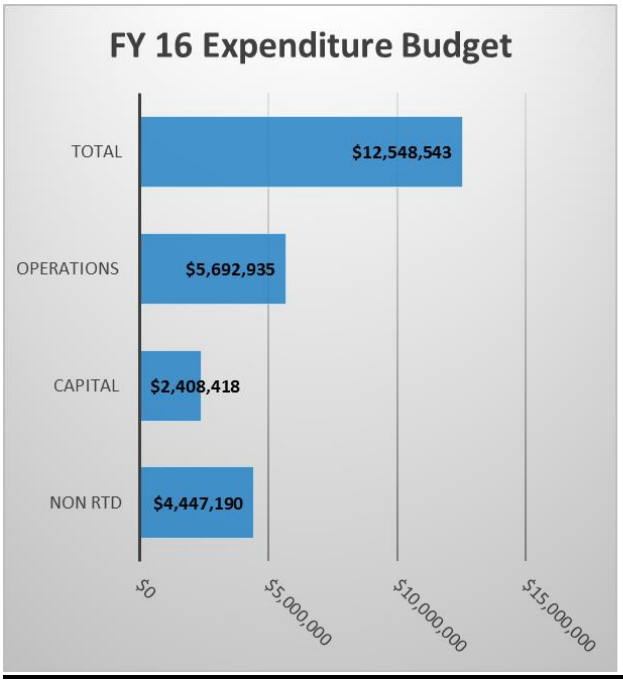
Recommended Action: Approval of Resolution No. 2016-19

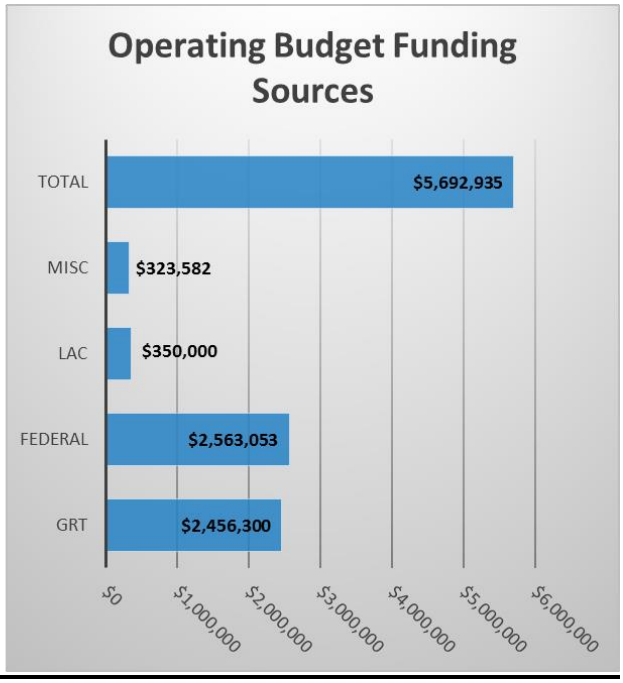
Options/Alternatives:

1. Take no action which could result in the loss of $350,000; or
2. Adopt the recommendation, (recommended); or
3. Not adopt the recommendations and provide further direction to staff.

Fiscal Impact: The draft proposed Fiscal Year 2017 budget has contemplated the receipt and expenditure of these revenue funds. Following are two charts; the first one represents the historical and projected funding relationship with Los Alamos County and the second chart reflects the importance of this annual contribution as source of revenue for the operating budget (FY 2016).







Attachments:

Resolution No. 2016-19

North Central Regional Transit District (NCRTD)

Resolution No. 2016-19

A RESOLUTION REQUESTING THE LOS ALAMOS COUNTY COUNCIL TO CONSIDER A LONG TERM COMMITMENT OF ITS CURRENT ANNUAL FINANCIAL CONTRIBUTION TO THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT (NCRTD)

WHEREAS, the NCRTD was created pursuant to the authority granted under the Regional Transit District Act, (NMSA 1978, §73-25-1 et seq., hereinafter the "Act"); and,

WHEREAS, the NCRTD was approved and certified by the New Mexico Department of Transportation Commission September 14, 2004; and,

WHEREAS, the NCRTD was created by agreement between the City of Española, Los Alamos County, Pojoaque Pueblo, Rio Arriba County, San Ildefonso Pueblo, San Juan Pueblo, Santa Clara Pueblo, the City of Santa Fe, Santa Fe County, Taos County and Tesuque Pueblo; and,

WHEREAS, the NCRTD is a sub-division of the State of New Mexico; and,

WHEREAS, Los Alamos County (hereinafter the "County") is a political subdivision of the State of New Mexico and a member of the NCRTD; and

WHEREAS, the NCRTD is authorized to finance, construct, operate, maintain, and promote an efficient, sustainable, and multi-modal transportation system subject to compliance with the Regional Transit District Act ("Act"); and

WHEREAS, under the regional partnership Cooperative Agreements, the County agreed to fund certain expenses and projects of the NCRTD; and

WHEREAS, beginning in federal fiscal year 2006, the County entered into MOUs directly with the NCRTD and has to date provided $6,900,000.00 in funding, which was used for capital expenses, operational expenses, and to establish additional reserve funds, including matching federal dollars for NCRTD operations and transit projects; and

WHEREAS, the County's current $350,000 annual contribution is approximately six percent (6%) of the NCRTD operational budget; and

WHEREAS, the NCRTD is in need of additional revenue for capital and operational expenses and needs to either increase or maintain reserves; and

WHEREAS, the NCRTD and County recognize and affirm that their respective appropriations are made annually and that any agreement between them will require annual approvals; and

WHEREAS, notwithstanding the need for annual approvals the NCRTD seeks to plan for any significant changes that may occur from a change in annual revenue; and

WHEREAS, the loss of the County's annual contribution for FY 2017 and for future years would impact the NCRTD's ability to preserve current service levels of NCRTD operated routes and/or regional services; and

WHEREAS, the NCRTD has adopted a Long Term Strategic Plan (LTSP) and a Long Term Financial and Strategic Plan (LTFSP); and

WHEREAS, the NCRTD LTSP and LTFSP plans provide for strategic actions when revenue and expenditure trends and projections are either positive or negative and for enhanced services over the next 20 years at an estimated cost of $100 million; and

WHEREAS, the NCRTD plans seek to establish long term stability of funding for NCRTD transit services; and

WHEREAS, the NCRTD Board and staff are extremely grateful for the generous, past financial support and involvement that were crucial to the development and growth of the NCRTD operations and service areas; and

WHEREAS, the NCRTD requests that the County continue partnering with the NCRTD in order to promote an efficient, supportive, sustainable, and multi-modal transportation system, including services operated by the NCRTD and for NCRTD funded regional services.

NOW THEREFORE BE IT RESOLVED by the NCRTD that: The Board of Directors approves the submittal of this resolution to the Los Alamos County Council and respectfully requests that the County consider establishing a long term commitment to the NCRTD for funding in an amount not less than $350,000.00 per year.

PASSED, APPROVED, AND ADOPTED BY THE GOVERNING BODY OF THE NORTH CENTRAL REGIONAL TRANSIT DISTRICT ON THIS 10th DAY OF June, 2016.

_____

Daniel Barrone, Chairman

Approved as to form:

_____

Peter Dwyer, Counsel

North Central Regional Transit District
Financial Summary
As of April 30, 2016

Summary:
The North Central Regional Transit District (NCRTD) is currently reporting the ten months of financial activity. The expenses/revenues that should be reported for the period through April 30, 2016, which represents 83.33% of the budget.

The monthly budget figures for the federal grant revenues and expenditure figures from the charts/tables have been divided using a straight-line method (1/12 increments). The GRT monthly budget figures are allocated utilizing trends from the last six fiscal years. NCRTD reports financials that follow GAAFR (Governmental Accounting, Auditing, and Financial Reporting). The charts/tables compare the current year revenues and expenditures to the previous year.

Financial Highlights

Revenue:
As of April 30, 2016, total revenues of $8,472,446 have been received, which is 67.5% of budgeted revenues. NCRTD has $5,694,507 of GRT through March 2016 and $1,978,099 of Federal grant revenues through March 2016.

Expenditures:
As of April 30, 2016, NCRTD recognized expenditures totaling $7,171,090 which is 57.1% of total budgeted expenditures.

Of which $1,023,724 was spent in April, $97,006 was in Administration, $801,484 in Operations and $125,234 in Capital Outlay. Administration has spent 72.3%, Operations 59.5% and Capital Outlay 39.7% of its budgets year to date.

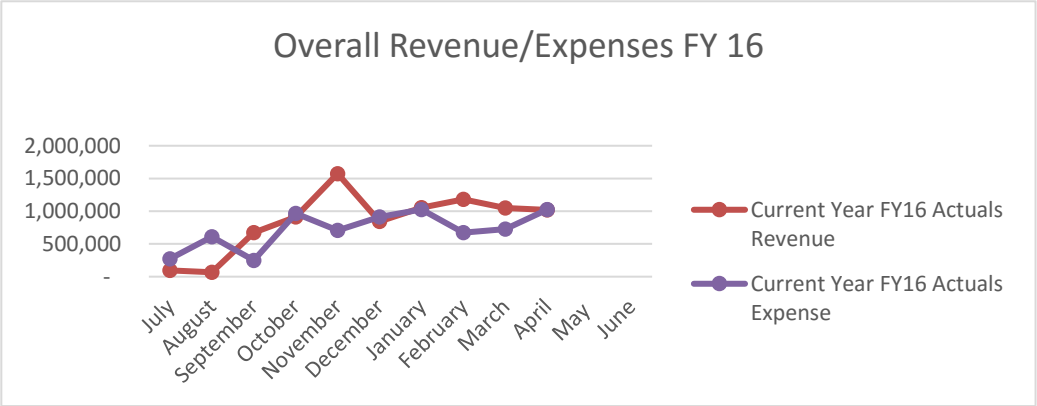
Other Matters:
N/A

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

NCRTD Revenue and Expenses vs. Budget

As of April 30, 2016



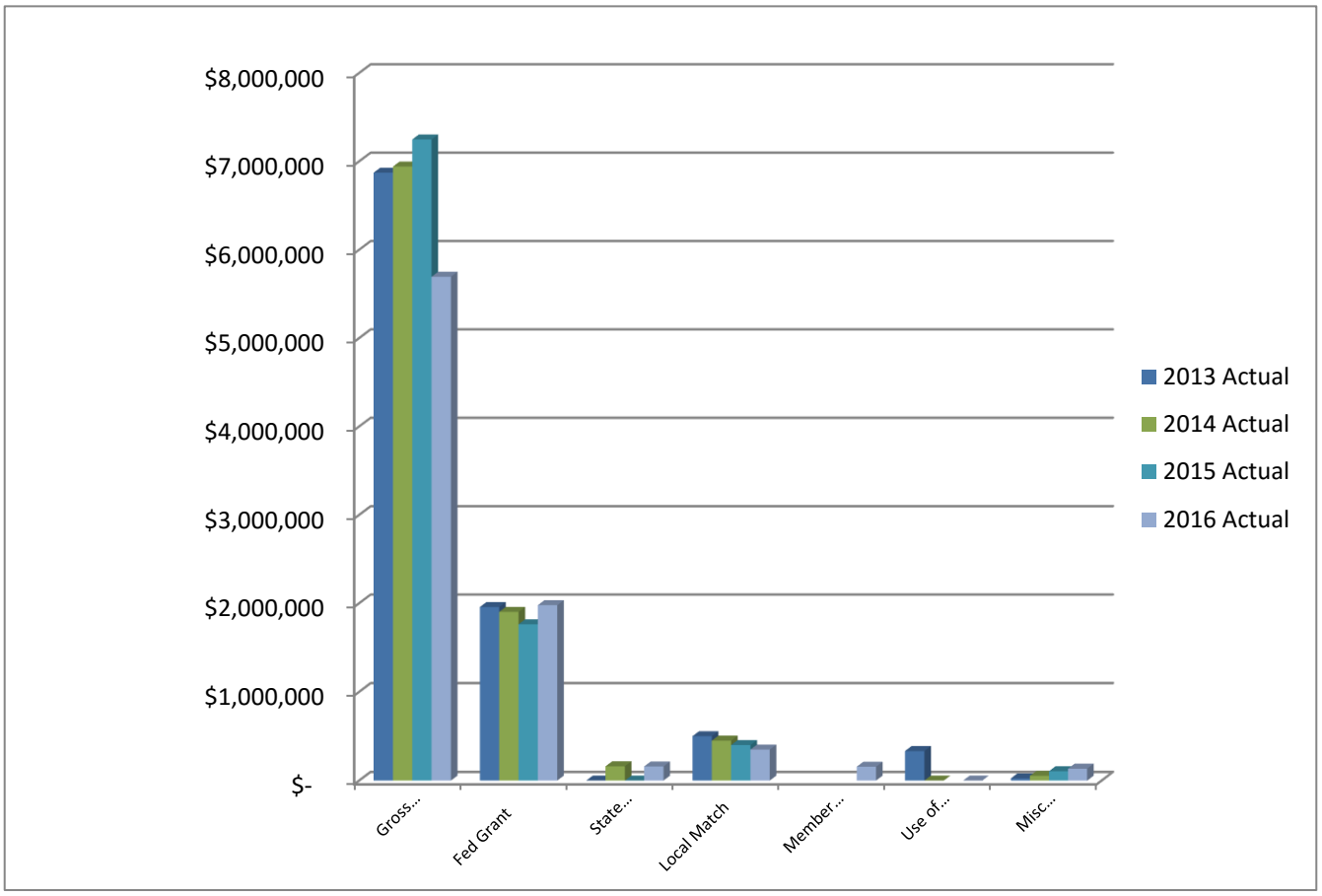
	Budget Revenue FY16	Current Year FY16 Actuals Revenue	Budget Expenses FY16	Current Year FY16 Actuals Expense
July	935,945	94,428	935,945	273,848
August	935,945	66,895	935,945	607,663
September	935,945	674,360	935,945	249,172
October	1,082,301	913,503	1,082,301	966,567
November	1,082,301	1,574,056	1,082,301	709,030
December	1,082,301	844,838	1,082,301	913,619
January	1,082,301	1,053,531	1,082,301	1,026,524
February	1,082,301	1,182,176	1,082,301	673,640
March	1,082,301	1,046,761	1,082,301	727,303
April	1,082,301	1,021,898	1,082,301	1,023,724
May	1,082,301		1,082,301	
June	1,082,301		1,082,301	
Totals	$ 12,548,543	$ 8,472,446	$ 12,548,543	$ 7,171,090

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

NCRTD Revenue by Sources

As of April 30, 2016



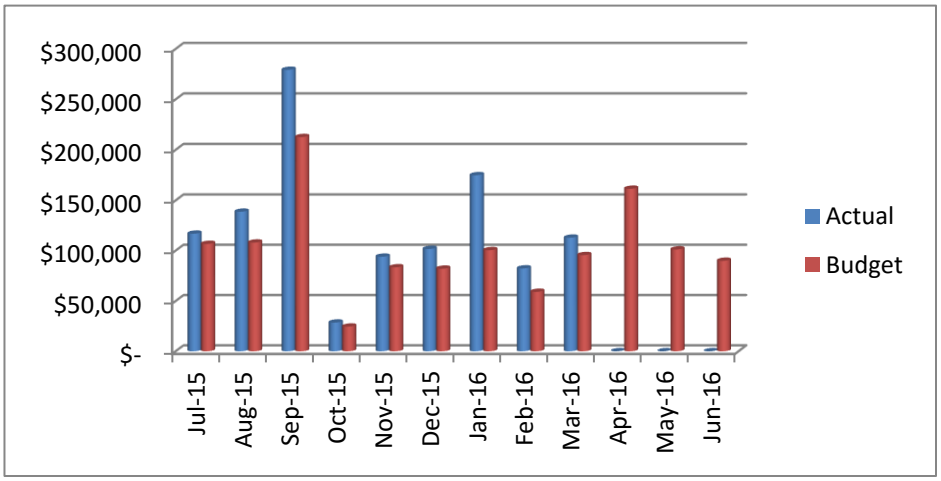
	2013 Actual	2014 Budget	2014 Actual	2015 Actual	2016 Budget	2016 Actual	% of Actual vs budget
Gross Receipt	$ 6,871,271	$ 6,757,529	$ 6,941,122	$ 7,247,360	$ 6,903,500	$ 5,694,507	82.5%
Fed Grant	$ 1,957,128	$ 2,198,429	$ 1,902,036	$ 1,762,384	$ 3,781,539	$ 1,978,099	52.3%
State Capital/Outlay	$ -	$ 170,000	$ 161,188	$ -	$ 301,312	$ 159,463	0.0%
Local Match	$ 500,000	$ 450,000	$ 450,000	$ 400,000	$ 350,000	$ 350,000	100.0%
Member Contributions					$ 80,344	$ 156,154	194.4%
Use of Fund Balance	$ 333,000		$ -		$ 688,552	$ -	0.0%
Misc Revenues	$ 24,312	$ 60,500	$ 53,637	$ 105,967	$ 443,296	$ 134,223	30.3%
TOTAL	$ 9,685,711	$ 9,636,458	$ 9,507,983	$ 9,515,711	$ 12,548,543	$ 8,472,446	67.5%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

LOS ALAMOS COUNTY



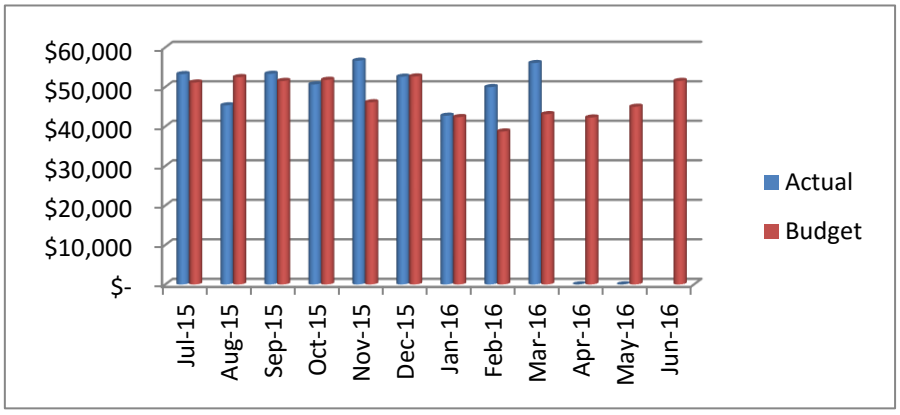
Date Received		Actual		Budget	% of Monthly Budget
Jul-15	$	116,870	$	106,697	110%
Aug-15	$	138,688	$	108,045	128%
Sep-15	$	279,213	$	212,660	131%
Oct-15	$	28,496	$	24,500	116%
Nov-15	$	93,942	$	83,423	113%
Dec-15	$	101,662	$	82,075	124%
Jan-16	$	174,873	$	100,450	174%
Feb-16	$	82,322	$	59,045	139%
Mar-16	$	112,842	$	95,550	118%
Apr-16	$	-	$	161,455	0%
May-16	$	-	$	101,185	0%
Jun-16	$	-	$	89,915	0%
YTD Total	$	1,128,908	$	1,225,000	92%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

RIO ARRIBA COUNTY



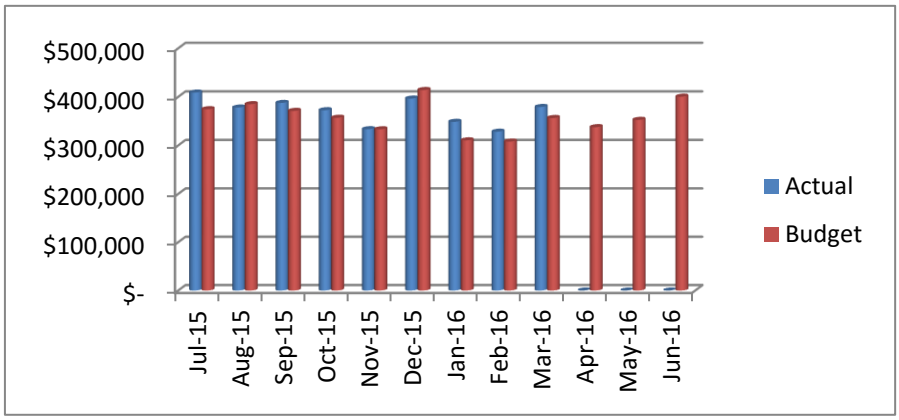
Date Received		Actual		Budget	Actual Revenue % of Monthly Budget
Jul-15	$	53,233	$	51,108	104%
Aug-15	$	45,322	$	52,473	86%
Sep-15	$	53,311	$	51,506	104%
Oct-15	$	50,632	$	51,790	98%
Nov-15	$	56,629	$	46,105	123%
Dec-15	$	52,583	$	52,643	100%
Jan-16	$	42,699	$	42,353	101%
Feb-16	$	49,951	$	38,715	129%
Mar-16	$	56,037	$	43,092	130%
Apr-16	$	-	$	42,240	0%
May-16	$	-	$	44,968	0%
Jun-16			$	51,506	0%
YTD Total	$	460,397	$	568,500	81%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

SANTA FE COUNTY



Date Received		Actual		Budget	Actual Revenue % of Monthly Budget
Jul-15	$	408,793	$	374,530	109%
Aug-15	$	378,033	$	384,850	98%
Sep-15	$	387,492	$	371,090	104%
Oct-15	$	372,493	$	356,900	104%
Nov-15	$	333,369	$	333,250	100%
Dec-15	$	396,434	$	414,090	96%
Jan-16	$	348,564	$	310,460	112%
Feb-16	$	328,223	$	307,880	107%
Mar-16	$	379,151	$	356,470	106%
Apr-16	$	-	$	337,550	0%
May-16	$	-	$	352,600	0%
Jun-16	$	-	$	400,330	0%
YTD Total	$	3,332,552	$	4,300,000	78%

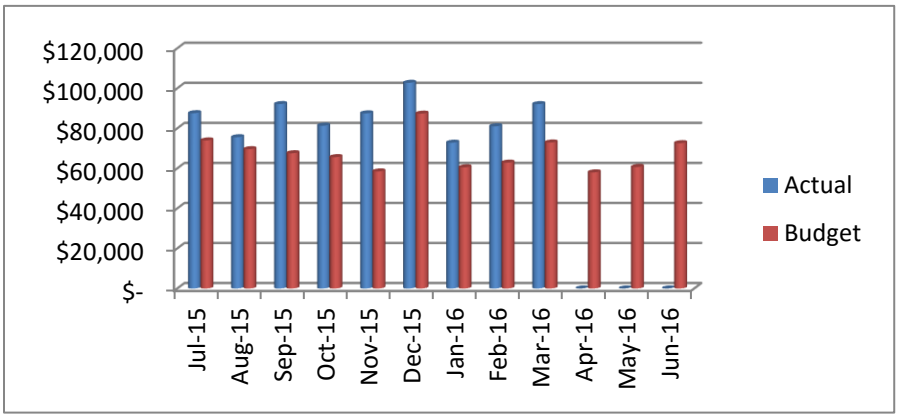
** Note one-half of the SF County GRT is allocated to Rio Metro

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue By County

TAOS COUNTY

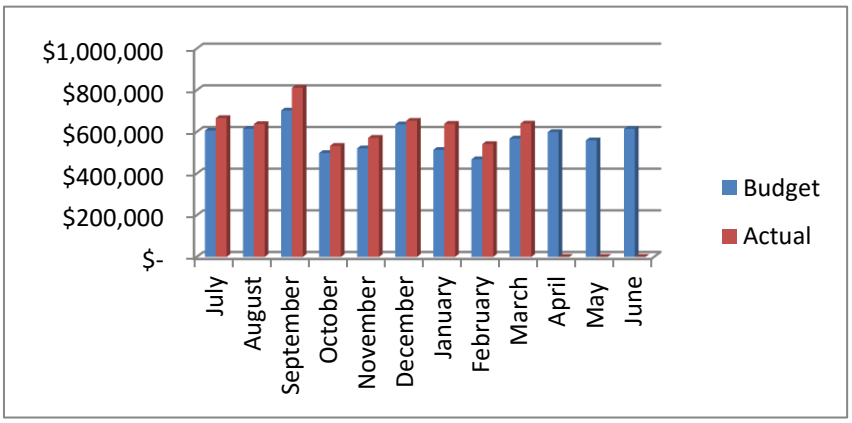


Date Received		Actual		Budget	of Monthly Budget
Jul-15	$	87,557	$	73,953	118%
Aug-15	$	75,544	$	69,579	109%
Sep-15	$	92,114	$	67,554	136%
Oct-15	$	81,318	$	65,610	124%
Nov-15	$	87,479	$	58,482	150%
Dec-15	$	102,741	$	87,318	118%
Jan-16	$	72,816	$	60,507	120%
Feb-16	$	80,997	$	62,856	129%
Mar-16	$	92,084	$	72,900	126%
Apr-16	$	-	$	57,996	0%
May-16	$	-	$	60,669	0%
Jun-16	$	-	$	72,576	0%
YTD Total	$	772,650	$	810,000	95%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Gross Receipts Revenue



Budget to Actual FY2016

	Budget	Actual	Actual Revenue % of Monthly Budget
July	$ 606,288	$ 666,453	110%
August	$ 614,947	$ 637,587	104%
September	$ 702,810	$ 812,130	116%
October	$ 498,800	$ 532,939	107%
November	$ 521,260	$ 571,419	110%
December	$ 636,126	$ 653,420	103%
January	$ 513,770	$ 638,952	124%
February	$ 468,496	$ 541,493	116%
March	$ 568,012	$ 640,114	113%
April	$ 599,241	$ -	
May	$ 559,422	$ -	
June	$ 614,327	$ -	
	$ 6,903,500	**$ 5,694,507**	**111%**

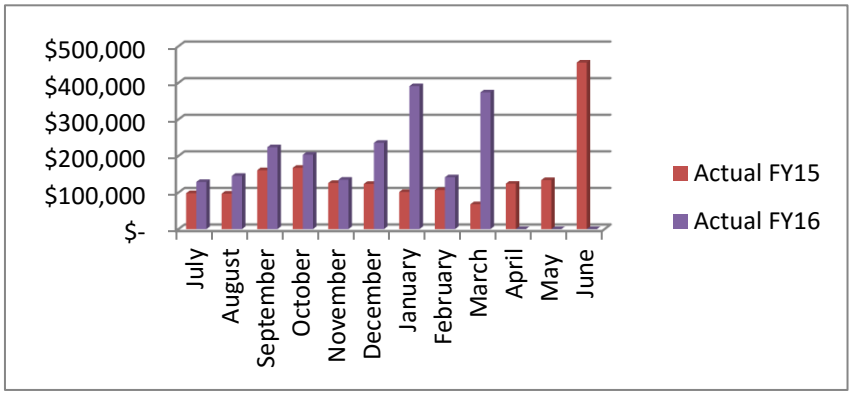
Prior Year vs. Current Year

	Prior Year FY2015	Current Year FY2016	Inc/Dec from Prior Year to Current Year
July	$ 640,624	$ 666,453	$ 25,829
August	$ 586,498	$ 637,587	$ 51,089
September	$ 711,747	$ 812,130	$ 100,383
October	$ 524,099	$ 532,939	$ 8,840
November	$ 524,404	$ 571,419	$ 47,015
December	$ 658,103	$ 653,420	$ (4,683)
January	$ 557,752	$ 638,952	$ 81,200
February	$ 442,578	$ 541,493	$ 98,915
March	$ 568,669	$ 640,114	$ 71,445
April	$ 725,956	$ -	
May	$ 602,505	$ -	
June	$ 704,185	$ -	
	$ 7,247,120	**$ 5,694,507**	**$ 480,033**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Grant Revenue



Budget to Actual FY2016

	Actual FY15	Budget FY16	Actual FY16	Actual Revenue % of Monthly Budget
July	$ 98,061	$ 244,799	$ 128,685	53%
August	$ 96,946	$ 244,799	$ 145,446	59%
September	$ 160,962	$ 244,799	$ 223,878	91%
October	$ 167,516	$ 338,571	$ 203,353	60%
November	$ 126,083	$ 338,571	$ 134,896	40%
December	$ 123,492	$ 338,571	$ 235,833	70%
January	$ 101,591	$ 338,571	$ 390,639	115%
February	$ 106,716	$ 338,571	$ 141,554	42%
March	$ 67,879	$ 338,571	$ 373,815	110%
April	$ 124,015	$ 338,571	$ -	
May	$ 133,931	$ 338,571	$ -	
June	$ 455,192	$ 338,571	$ -	
	$ 1,762,384	**$ 3,781,539**	**$ 1,978,099**	52%

Prior Year vs. Current Year

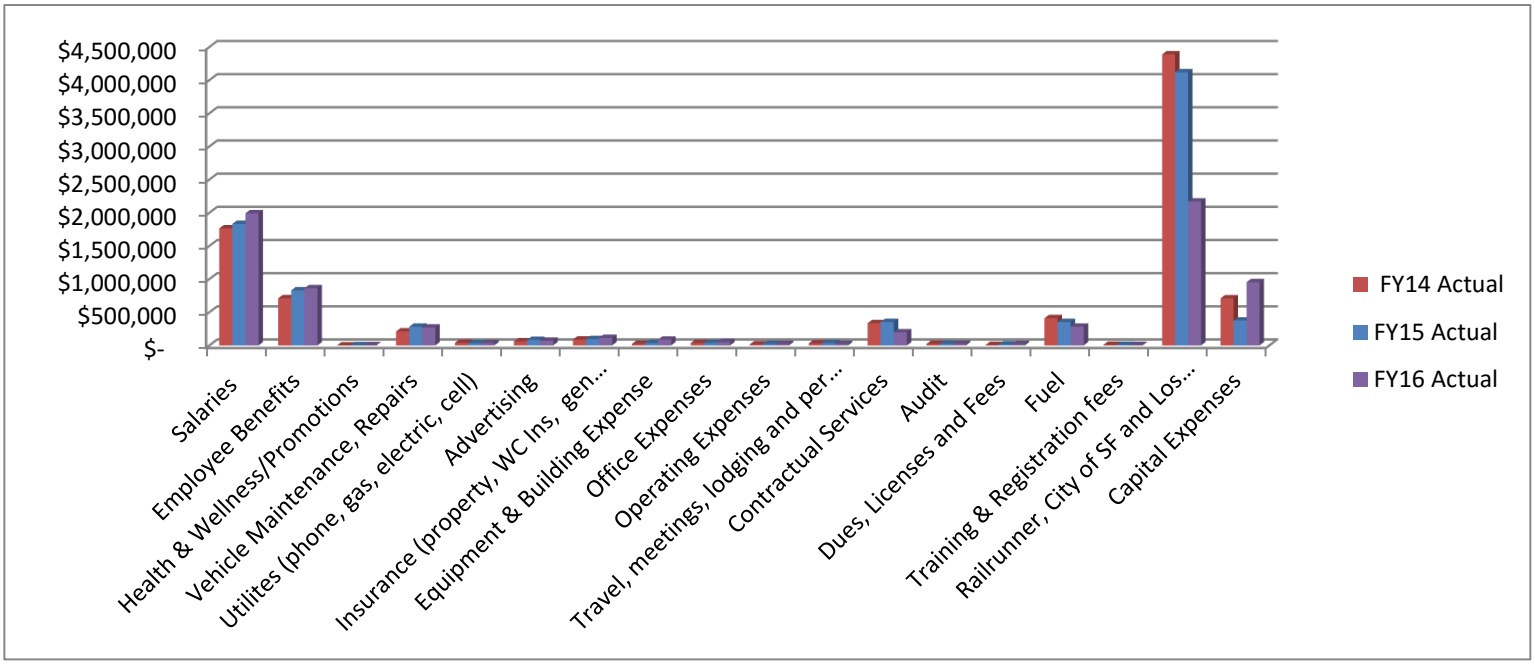
	Actual FY2014	Actual FY2015	Actual FY2016	Inc/(Dec) from Prior Year to Current Year
July	$ 81,096	$ 98,061	$ 128,685	$ 30,624
August	$ 127,744	$ 96,946	$ 145,446	$ 48,500
September	$ 195,614	$ 160,962	$ 223,878	$ 62,916
October	$ 113,711	$ 167,516	$ 203,353	$ 35,837
November	$ 150,353	$ 126,083	$ 134,896	$ 8,813
December	$ 102,402	$ 123,492	$ 235,833	$ 112,341
January	$ 112,085	$ 101,591	$ 390,639	$ 289,048
February	$ 123,056	$ 106,716	$ 141,554	$ 34,838
March	$ 221,112	$ 67,879	$ 373,815	$ 305,936
April	$ 221,326	$ 124,015	$ -	
May	$ 137,177	$ 133,931	$ -	
June	$ 316,361	$ 455,192	$ -	
	$ 1,902,037	**$ 1,762,384**	**$ 1,978,099**	**$ 215,715**

MONTHLY BOARD REPORT

NCRTD Expenses by Type

As of April 30, 2016

Year to Date Budget Variance 83.33%

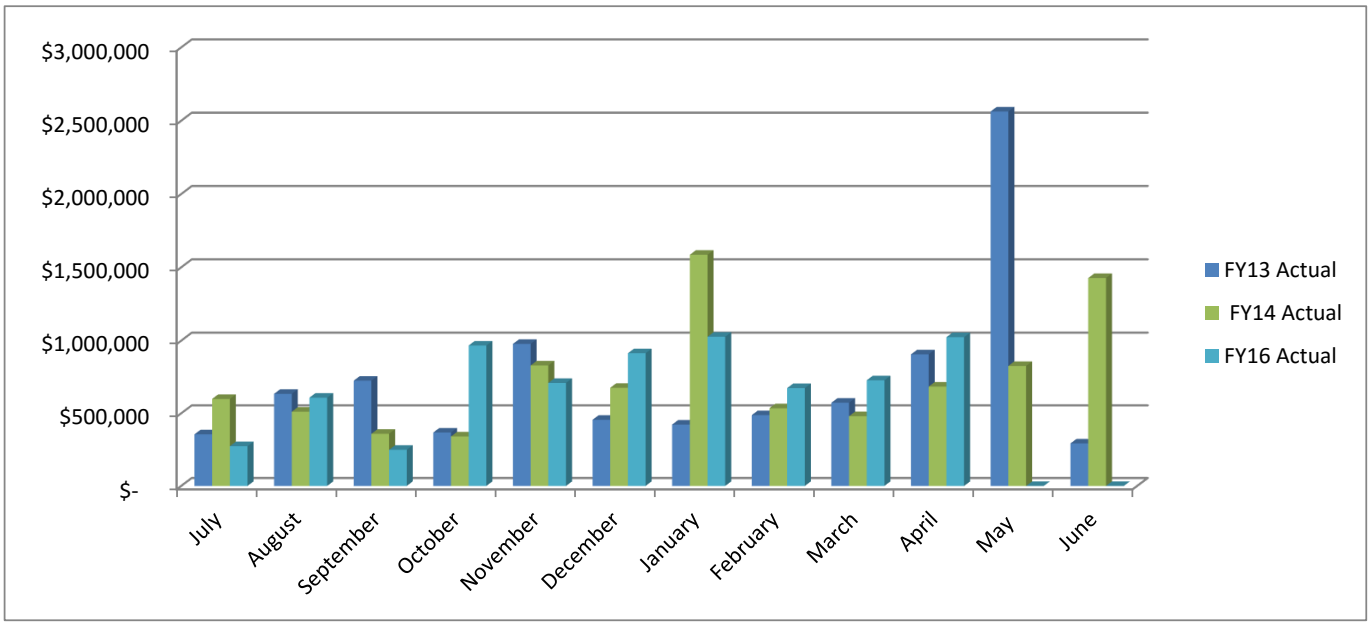


Comparative Expenses by Type

		FY14 Actual	FY15 Actual	Budget FY16	FY16 Actual	Year to Date Budget Variance
1	Salaries	$ 1,764,308	$ 1,831,697	$ 2,773,718	$ 1,991,352	71.8%
2	Employee Benefits	$ 709,864	$ 830,082	$ 1,245,195	$ 861,564	69.2%
3	Health & Wellness/Promotions	$ -	$ 2,555	$ 7,500	$ 2,466	32.9%
4	Vehicle Maintenance, Repairs	$ 209,623	$ 281,344	$ 260,700	$ 268,910	**103.1%**
5	Utilites (phone, gas, electric, cell)	$ 38,486	$ 33,084	$ 51,751	$ 34,641	66.9%
6	Advertising	$ 61,715	$ 82,687	$ 100,842	$ 70,608	70.0%
7	Insurance (property, WC Ins, gen liab, vehicle, civ	$ 87,589	$ 95,406	$ 115,196	$ 113,264	**98.3%**
8	Equipment & Building Expense	$ 22,181	$ 36,443	$ 76,735	$ 87,127	**113.5%**
9	Office Expenses	$ 36,948	$ 37,336	$ 67,163	$ 50,720	75.5%
10	Operating Expenses	$ 15,024	$ 22,812	$ 23,820	$ 20,239	**85.0%**
11	Travel, meetings, lodging and per diem	$ 30,111	$ 34,092	$ 41,245	$ 21,563	52.3%
12	Contractual Services	$ 333,948	$ 352,779	$ 369,603	$ 196,206	53.1%
13	Audit	$ 23,219	$ 23,433	$ 27,000	$ 23,581	**87.3%**
14	Dues, Licenses and Fees	$ 5,826	$ 15,961	$ 15,765	$ 18,925	**120.0%**
15	Fuel	$ 410,199	$ 352,857	$ 495,903	$ 281,352	56.7%
16	Training & Registration fees	$ 8,825	$ 9,087	$ 20,799	$ 7,040	33.8%
17	Railrunner, City of SF and Los Alamos	$ 4,387,272	$ 4,118,232	$ 4,447,190	$ 2,168,656	48.8%
18	Capital Expenses	$ 709,563	$ 374,409	$ 2,408,418	$ 952,876	39.6%
	TOTAL	$ 8,854,701	$ 8,534,297	$ 12,548,543	$ 7,171,090	57.1%

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)
NCRTD BUDGET EXPENDITURES OVERALL
As of April 30, 2016



Budget to Actual FY2015

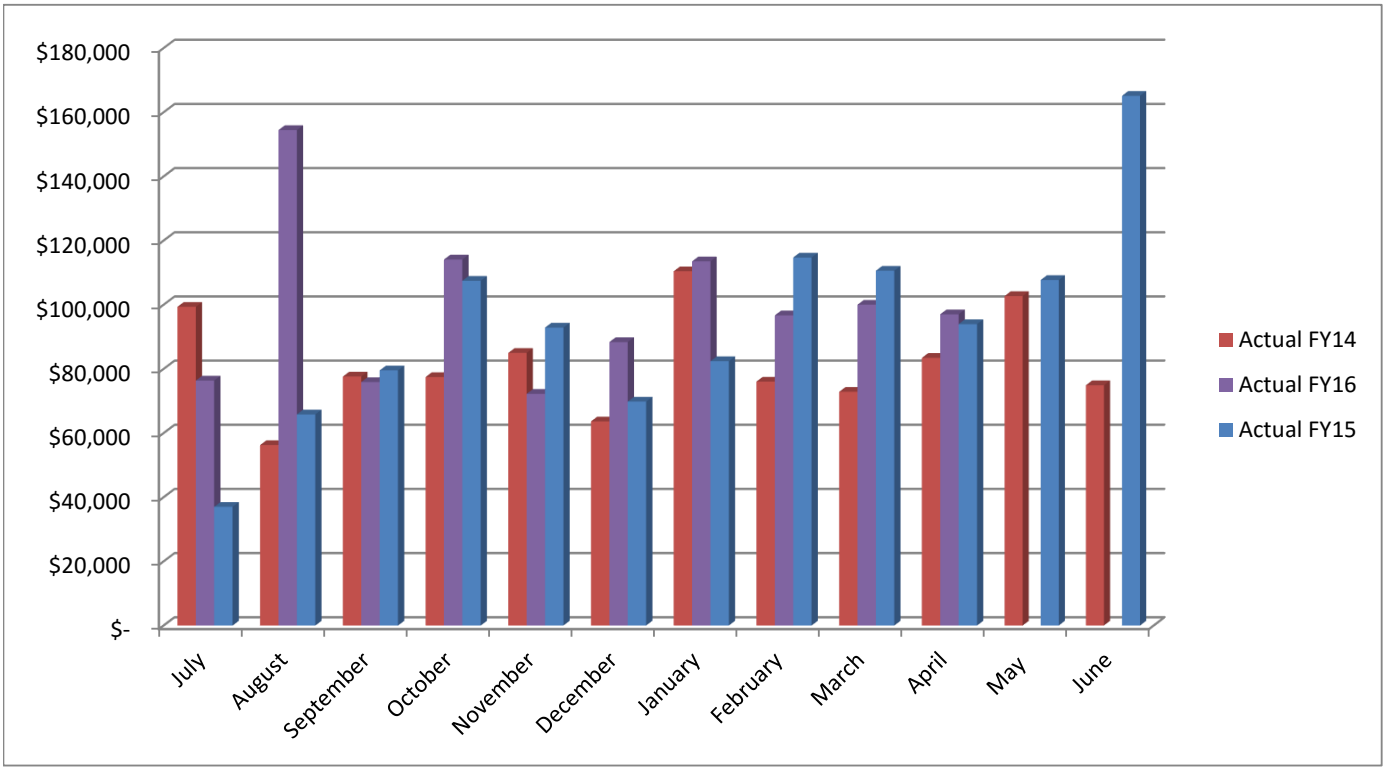
	FY13 Actual	FY14 Actual	FY15 Actual	Budget FY16	FY16 Actual	Inc/Dec of Budget vs Actual	Budget Variance
July	$ 355,735	$ 598,912	$ 546,007	$ 935,944.92	$ 273,848	$ 662,097	**29.3%**
August	$ 634,121	$ 511,240	$ 464,828	$ 935,944.92	$ 607,663	$ 328,282	**64.9%**
September	$ 724,752	$ 359,189	$ 313,124	$ 1,067,665.32	$ 249,172	$ 818,493	**23.3%**
October	$ 367,785	$ 341,082	$ 294,912	$ 1,067,665.32	$ 966,567	$ 101,098	**90.5%**
November	$ 977,721	$ 829,750	$ 783,580	$ 1,067,665.32	$ 709,030	$ 358,635	**66.4%**
December	$ 455,530	$ 675,551	$ 625,552	$ 1,067,665.32	$ 913,619	$ 154,046	**85.6%**
January	$ 422,342	$ 1,585,995	$ 1,534,559	$ 1,067,665.32	$ 1,026,524	$ 41,141	**96.1%**
February	$ 487,459	$ 534,985	$ 287,772	$ 1,067,665.32	$ 673,640	$ 394,025	**63.1%**
March	$ 573,082	$ 480,519	$ 429,154	$ 1,067,665.32	$ 727,303	$ 340,362	**68.1%**
April	$ 905,718	$ 684,123	$ 1,339,437	$ 1,067,665.32	$ 1,023,724	$ 43,941	**95.9%**
May	$ 2,563,210	$ 826,045	$ 934,795	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
June	$ 292,818	$ 1,427,310	$ 1,300,982	$ 1,067,665.32	$ -	$ 1,067,665	**0.0%**
	$ 8,760,274	**$ 8,854,701**	**$ 8,854,701**	$ 12,548,543	**$ 7,171,090**	$ 5,377,453	**57.1%**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Administration Expense Summary

As of April 30, 2016



Budget to Actual FY2014/FY2015 Comparative

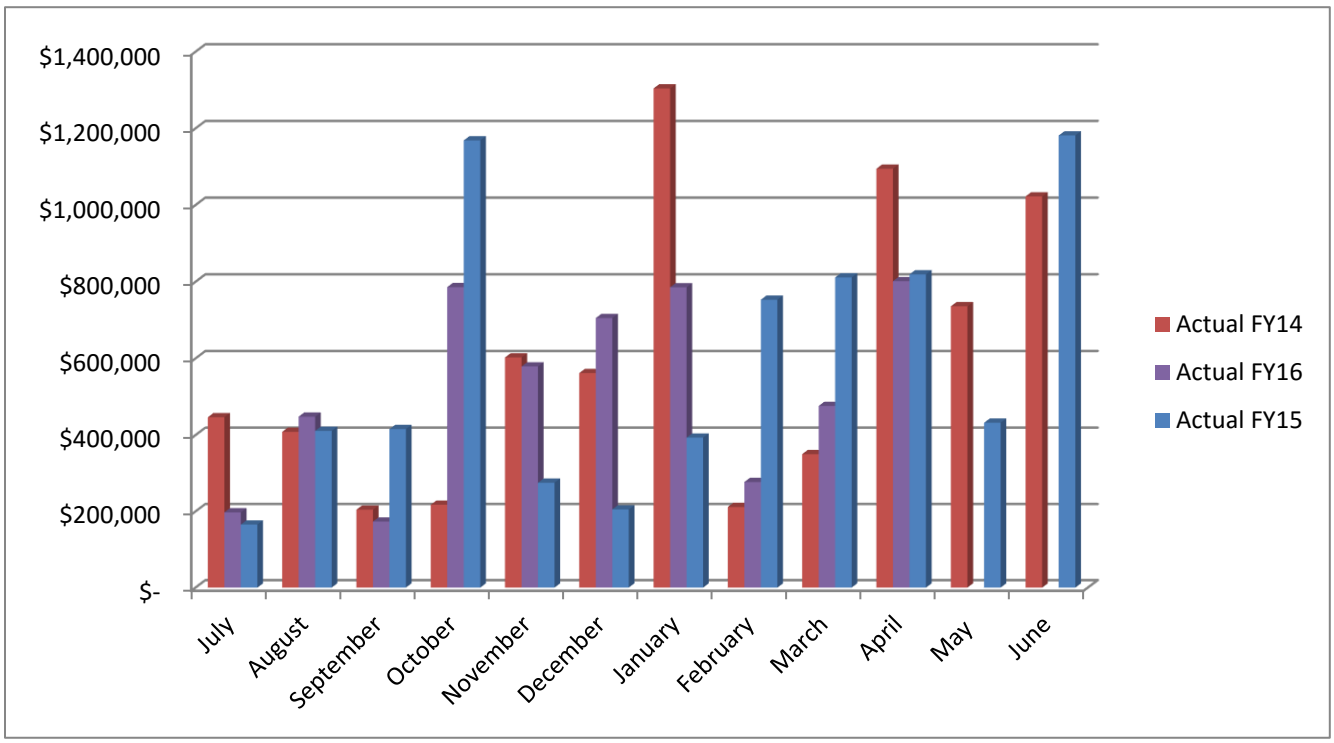
	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	$ 99,342	$ 36,996	$ 111,744	$ 76,354	$ 35,390	**68.3%**
August	$ 56,248	$ 65,796	$ 111,744	$ 154,434	$ (42,690)	**138.2%**
September	$ 77,618	$ 79,531	$ 114,302	$ 75,888	$ 38,414	**66.4%**
October	$ 77,447	$ 107,450	$ 114,302	$ 114,095	$ 207	**99.8%**
November	$ 84,993	$ 92,871	$ 114,302	$ 72,212	$ 42,090	**63.2%**
December	$ 63,622	$ 69,805	$ 114,302	$ 88,349	$ 25,953	**77.3%**
January	$ 110,423	$ 82,409	$ 114,302	$ 113,515	$ 787	**99.3%**
February	$ 76,028	$ 114,696	$ 114,302	$ 96,686	$ 17,616	**84.6%**
March	$ 72,862	$ 110,596	$ 114,302	$ 100,000	$ 14,302	**87.5%**
April	$ 83,438	$ 93,933	$ 114,302	$ 97,006	$ 17,296	**84.9%**
May	$ 102,701	$ 107,700	$ 114,302		$ 114,302	**0.0%**
June	$ 74,894	$ 165,099	$ 114,302		$ 114,302	**0.0%**
	$ 979,616	**$ 1,126,883**	$ 1,366,506	**$ 988,539**	$ 377,967	**72.3%**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Operating Expense Summary

As of April 30, 2016



Budget to Actual FY2014/FY2015 Comparative

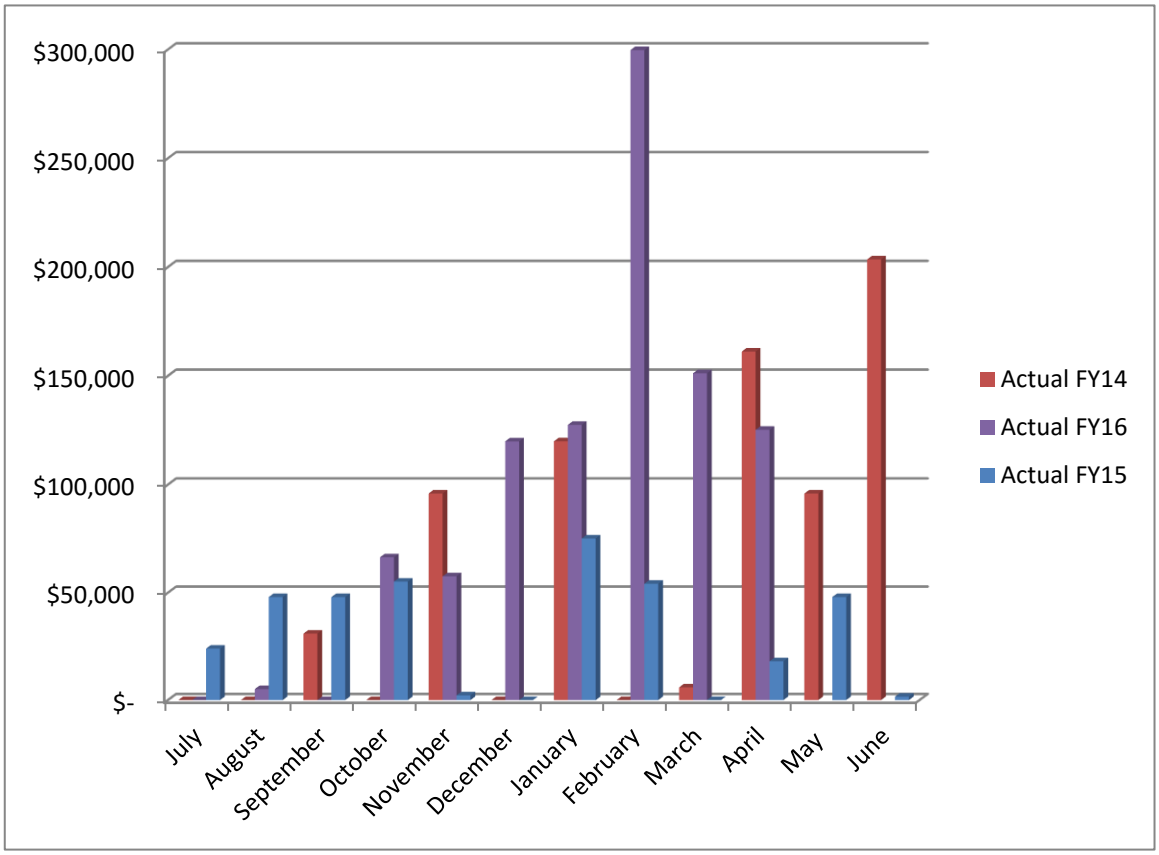
	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	$ 446,665	$ 165,544	$ 719,298	$ 197,494	$ 521,804	**27.5%**
August	$ 408,580	$ 411,069	$ 719,298	$ 448,110	$ 271,188	**62.3%**
September	$ 204,531	$ 415,730	$ 734,512	$ 173,284	$ 561,228	**23.6%**
October	$ 217,465	$ 1,168,758	$ 734,512	$ 785,951	$ (51,439)	**107.0%**
November	$ 602,638	$ 275,448	$ 734,512	$ 579,144	$ 155,368	**78.8%**
December	$ 561,929	$ 205,224	$ 734,512	$ 705,378	$ 29,134	**96.0%**
January	$ 1,304,199	$ 393,437	$ 734,512	$ 785,516	$ (51,004)	**106.9%**
February	$ 211,744	$ 753,200	$ 734,512	$ 277,216	$ 457,296	**37.7%**
March	$ 350,376	$ 811,276	$ 734,512	$ 476,098	$ 258,414	**64.8%**
April	$ 1,094,811	$ 819,256	$ 734,512	$ 801,484	$ (66,972)	**109.1%**
May	$ 736,145	$ 432,325	$ 734,512		$ 734,512	**0.0%**
June	$ 1,022,562	$ 1,181,739	$ 734,512		$ 734,512	**0.0%**
	$ 7,161,646	**$ 7,033,005**	$ 8,783,719	**$ 5,229,675**	$ 3,554,044	**59.5%**

MONTHLY BOARD REPORT

FY2016 (July 1, 2015 to June 30, 2016)

Capital Expense Summary

As of April 30, 2016



Budget to Actual FY2014/FY2015 Comparative

	Actual FY14	Actual FY15	Budget FY16	Actual FY16	Inc/Dec of Budget vs Actual	Budget Variance
July	$ -	$ 23,987	$ 104,903	$ -	$ 104,903	**0%**
August	$ -	$ 47,975	$ 104,903	$ 5,119	$ 99,784	**5%**
September	$ 30,974	$ 47,975	$ 218,851	$ -	$ 218,851	**0%**
October	$ -	$ 55,184	$ 218,851	$ 66,521	$ 152,330	**30%**
November	$ 95,949	$ 2,194	$ 218,851	$ 57,674	$ 161,177	**26%**
December	$ -	$ -	$ 218,851	$ 119,892	$ 98,959	**55%**
January	$ 119,937	$ 75,245	$ 218,851	$ 127,493	$ 91,358	**58%**
February	$ -	$ 54,185	$ 218,851	$ 299,738	$ (80,887)	**137%**
March	$ 5,916	$ -	$ 218,851	$ 151,205	$ 67,646	**69%**
April	$ 161,188	$ 18,078	$ 218,851	$ 125,234	$ 93,617	**57%**
May	$ 95,949	$ 47,993	$ 218,851		$ 218,851	**0%**
June	$ 203,526	$ 1,593	$ 218,851		$ 218,851	**0%**
	$ 713,439	**$ 374,409**	$ 2,398,318	**$ 952,876**	$ 1,445,442	**39.7%**

NORTH CENTRAL REGIONAL TRANSIT DISTRICT
FINANCE SUBCOMMITTEE

April 22, 2016
9:00 AM - 11:00 PM

Executive Conference Room
1237 N. Riverside Drive
Espanola, NM 87532

CALL TO ORDER: Councilor Pete Sheehey, Chair

Roll Call:

ITEMS FOR DISCUSSION/RECOMMENDATION

A. **Review of Draft 2017 Budget**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.
Attachment.

B. **Quarterly Investment Report**
Sponsor: Anthony Mortillaro, NCRTD Executive Director and Troy Bingham, Finance Director.
Attachment.

C. **Minutes from February 26, 2016**
Draft Minutes

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

If you are an individual with a disability who is in need of a reader, amplifier, qualified Sign Language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing of the meeting, please contact the NCRTD Executive Assistant at 505-629-4702 at least one week prior to the meeting, or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Finance Subcommittee

Meeting April 22, 2016

9:00 a.m.

Board Members Present: *Councilor Pete Sheehey–Los Alamos County, Christy Van Buren-Ohkay Owingeh,*

Staff Present: *Anthony Mortillaro, Troy Bingham, Jackie Trujillo, Pat Lopez, Daria Veprek, Annette Granillo*

Guest(s) Present: *None*

Absent: *Commissioner Miguel Chavez–Santa Fe County, Alex Naranjo–Rio Arriba County, Leandro Cordova-Taos County, Henry Roybal–Santa Fe County, County, Philo Shelton-Los Alamos County, Jim Fambro-Taos County, Tessa Jo Mascareñas-Santa Fe County, Thomas Campos-Rio Arriba County*

Transcribed by: Jackie Trujillo-Executive Assistant

ROLL CALL

APPROVAL OF AGENDA

CALL TO ORDER

A regular Finance Subcommittee meeting was called to order at 9:07 a.m. on the above date by Councilor Sheehey.

ITEMS FOR DISCUSSION/RECOMMENDATION

A. Review of Draft 2017 Budget

Mr. Mortillaro gave a brief overview of the budget process which is taken care of as a staff, utilizing the Long Range Strategic Plan and any Board direction received within the course of the year to drive the budget that is put together and provided to the Board for review and consideration. Explaining that not all things in the Long Strategic Plan can be funded due to it being a twenty-year document which requires substantial resources to fund; we try to allocate resources annually into the budget; staff prepares the budget requests, after meeting with them, they are given general direction for submitting and defending their budget.

Councilor Sheehey referring to the chart asked if approved by the Board on the May meeting if it would be enough time to get it to the state.

Mr. Mortillaro confirmed it would be enough time. Adding enough latitude was built into the document; in April it was taken to the Finance Subcommittee and taken to the Board in May for adopting a preliminary budget; if any direction or changes that are needed from the Board when adopting are provided, it then could be incorporated into a final budget presented to the Board in June; the final budget has to be conveyed to DFA by July 31st.

Councilor Sheehey asked if operations can continue until the end of the fiscal year.

Mr. Bingham confirmed and mentioned the preliminary budget has to be submitted by June.

Mr. Mortillaro went on to say, we give ourselves a month in case something comes up during the public hearing in June and is needed to adopt a final budget. In the case if something comes up during the June discussion we still have July to make adjustments or provide any information the Board requests; the Board then can adopt a final in July and still met the dead line submittal for DFA.

Adding this is the budget process we follow; it's always worked and it gives the Finance Subcommittee the opportunity to present it to the entire Board and to dig dipper into the budget, if chosen to do so; the Board looks to the Finance Subcommittee to do some of the heavy lifting for them and to provide recommendations to the Board.

Mr. Mortillaro went on to say, one of his goals is to receive the GFOA award for the budget, award for the Comprehensive Annual Financial Report; in order to be eligible for the award, certain specific criteria's have to be met in terms as to how your budget is presented in the document; the document which will be presented at the Board meeting will be more comprehensive in terms of specific data and policies, incorporating financial policies, data about our system as well as data about our service area; it will be more data intensive but the basic financial numbers will be the same unless changes are requested; the document in which it is submitted to the Board will be the same document submitted to GFOA; adding we will have to have some performance criteria as well. .

Mr. Bingham mentioned the new budget format guide explains everything about the budget and steps on how we come up with the budget.

Ms. Van Buren asked if the prior year audits have anything to do with this award.

Mr. Mortillaro answered it is on its own merits; the CAFER which was approved by the committee was put in the format that GFOA requires; approval of the award has not been received.

Mr. Mortillaro indicated that a Budget Message is prepared for the Board and the citizens of the District; explaining the underlying bases for the budget which is presented; the budget is balanced with the use of reserve, those reserves that are proposed to be utilized are being used in alignment with the financial policies for the use of reserves; financial policies allow the use of reserves for new services; new services that are using these funds are the continuation of Mountain Trail Pilot and La Cienega; reserves can also be used for a Capital match to match the federal funds we are receiving; some reserves are being allocated towards that and also used for Capital needs which are not federally funded but are needed for the operation of the District. The budget as presented is 24% below last years amended budget; the budget which was adopted last year was amended during the course of the year due to receiving additional Capital Grants and Funds; an amendment was brought to the Board and was adopted as a result it amended the FY16 budget.

He went on to explain the District is at $273,000 dollars below our current approved spending plan for this fiscal year; areas attributing to the decline is Capital spending, we are not spending as much for Capital as last year. There are some carry overs in terms of projects; also have a decline in salaries and benefits, as the results of better projections of what is anticipated on spending in those categories; Contractual Services is declining by $35,000; some areas which are going up, $86,000 increase on operating; $140.000 increase in non-RTD.

Councilor Sheehey pointed out a correction needed to be made; 24% needs to be changed to 2.4%. Mr. Mortillaro acknowledge the missing period.

Mr. Mortillaro went on to mention the influencing things is the decline in Capital, salary benefits and contracts; although an increase in spending on operating and non-RTD, money that is allocated to Los Alamos County, Santa Fe Trails as well as the Rail Runner; looking at the total decline in spending plus the increase in spending

the net decreases at 2.4%; we are continuing implementation of the new routes and continuation of several other routes; attempting to fund the Long Range Strategic Plan in terms of our regional planning efforts.

He went on to give an overview of Investment in Employees; we continue to invest in training and making sure their equipment is safe and appropriate to carry out services we provide, market salary adjustment, performance increases; funds are available for non-representative, will not disclose because we are starting negotiations, will talk about that on the closed session with the Board prior to entering into negotiations.

Mr. Mortillaro mentioned the drop down regarding the Revenues and General Revenues Summary on page 7 and more details on revenues on the Budget Summary on page 15 and turned it over to Mr. Lopez.

Mr. Lopez proceeded to refer to details on page 15 on revenues; descriptions of revenues; actuals for 2014 and 2015; 2016 operating budget; actuals as of April 13, 2016; 2017 budget request; first row is tax revenues which is the gross receipts tax; 2016 Operating budget was budgeted for $6,903,500 looking at a modest increase of 2.8%, $7,095,000; Los Alamos County increase at 7%; Taos 6% increase; Rio Arriba and Santa Fe County a 1% increase over the operating budget, overall 2.8%.

Mr. Lopez continued to explain Federal Grants; 2016 Operating budget of $3,781,000 down to $3,728,000; 2016 operating budget we carried over, 5311 capital outlay from 2015 to 2016; budget request for 5311 is at a 12% increase in our 5311 FTA for administration 12% increase from 2016 to 2017, preliminary numbers from DOT;

Further discussion continued on this item.

Mr. Lopez continued; 12% for administration; 4% for Operations; increase of $976,000 in Capital Outlay significant from previous year; 5311 Capital request was used for the purchase of 10-14 passenger buses; 5310 request, we receive $194,000 used to purchase 3-10 passenger busses; 5311C Federal Transit monies we did get although is not presented; $307,000 from the TAP program for the construction of the ADA improvements that are on transit subs; 3.7 million is what we are requesting.

Further discussion continued on this item.

Mr. Lopez moved forward to explain the Member Local Match requesting $73,000; $60,000 is for Santa Fe Mountain Tail contributions, expecting to get $15,000 from Rail Runner, Santa Fe County, City of Santa and Ski Santa Fe; $13,000 from Taos Ski Valley, $73,000 for non-federal routes; Local match for Los Alamos County contribution $350,000; in 2014 we had $450,000 going back to 2012 we were receiving $600,000. Dwindled down to $350,000 in 2016.

He moved on to State Capital Outlay, we have $93,000; looking at the 2016 operating budget of $301,312 that includes two years we had to carry over $175.000 from 2015 into 2016; last year's appropriation was at $117,000. Investments, $20,000 is for the certificate of deposits that we are budgeting. Advertising sales, going down from 2016 to be conservative we are requesting $21,000 for advertising sales; $20,000 restricted for insurance proceeds. Fares, $40,500 for the Santa Fe Mountain Trails looking at generating $26,500; $14,000 for Taos Chili Line and Taos Express.

Mr. Bingham mentioned he tried to be more conservative on fares then we had been in the past; not projecting any sort of growth, if anything we will see growth on is On-Demand routes.

Mr. Lopez went on to explain $144,500 is for operating the Santa Fe Mountain Trail utilizing cash balance in accordance to our financial policies in La Cienega and Mountain Trails route; cash balance of $689,000 is

accrued from the Capital Outlay; this is in compliance with the financial policies. Adding we will be carrying $228,000 from FY16 to FY17, cash balance.

Mr. Bingham added as we get further into the budget; with Capital we were able to buy 14 busses and buyout the lease bus this year, still keeping with the same Capital Outlay; we acquired Taos which made us larger, we were able to acquire due to those federal dollars being better than expected.

Mr. Mortillaro stated we are planning on purchasing the lease bus; adding they are giving us a 50% credit against the lease payments we made to date.

Mr. Sheehey asked if that route was discontinued if we could use the bus on other routes.

Mr. Mortillaro confirmed the bus can be used on other routes.

Mr. Mortillaro moved on to the next item Expenditures, turning it over to Troy.

Mr. Bingham gave an overall description of Expenditures; on salaries we budgeted $4,019,000 for FY16, we are down with a more conservative budget; we are trying to factor in on what came out of the audit RFP is our auditor talked about our budget variances, one of our budget variances is salary, we are employing a salary saving factor into this number, we are anticipating a attrition or turn over; confident to have a vacancy saving factor of $163,000 in this budget; the biggest jump in salaries from FY15 to FY16 actuals are we are mirroring what we spent in FY15 because of Taos as we acquired a $600,000 system and took on Mountain Trail and La Cienega; what we are doing in 8 months, we will then need $3.7 million dollars for next year to cover 12 months of the year. Adding we are reflecting an increase for health insurance at 1% which is factored into that number as well. Contractual, we will be looking for items related to going out to the voters and finding out about relieving the sunset clause on our GRT.

Referring to page 17, Operating savings, we are up; the key area mentioned at our Board meetings is our vehicle maintenance has been our highest spike for this year; if money is taken out of fuel and reallocated toward vehicle maintenance line items, keeping in mind we have more busses then we've had before; we allocated some of the fuel savings into the budget line item, hoping this will get us to where we are not exceeding vehicle maintenance costs every month for FY17. Overall increase will see spikes in the Avail maintenance cost; a one-year spike to get the Taos project off and running in FY16; we have to do a maintenance cost for FY17; for one year, it will come back down at that point. Overall increases are caused for non-RTD we give them a budget based off of our financial policies; when we see increases in GRT they see increases in allocations to them; they have to justify based on their agreement on how they spend their money; we look at the cross allocation quotes and make sure they are spending it as we identified. Capital Outlay, you can see the actual line items at $2 million this is for expenses for IT hardware and software; IT would be the Avail contract. It is a one-year increase at $30,000.

Mr. Bingham suggested to move on to individual departments.

Mr. Mortillaro referred to page 18 on packet regarding the administration budget; a slight increase of $30,000; salaries and benefits reflects the 1% increase in health insurance as well as the 3% overall adjustment, based on the performance matrix; employees who meet their performance criteria have the eligibility to receive an increase for performance between 0% – 4%. Contractual services, an increase in legal by $20,000; legal fees are up, will be up for multiple years; will be addressing this in some fashion in the near future and will have more information for the Board as we go into the next several months about how we can take another look at legal.

Mr. Mortillaro added he wants to start to get ready for the 2018 election on the Sunset; $55,000 in contractual services for polling and strategy development and public communications, etc. It takes a lot to be lined up for a four county election; each of the counties has to adopt resolutions, ordnances and all the clerks have to get that ballot question placed on the ballot; we have to do two polling surges, the initial one to see what that reveals and secondly in the strategy we talked about polling, to see what the temperament may be for an increase GRT besides just the elimination of it. We will have our rider's survey data to accompany this strategy; adding we don't have the staff resources to carry it out internally, will have to hire agencies to help with this strategy. He went on to explain the $55,000 and $20,000 equals to $75,000 and you only see a $57,000 increase, what happened; there used to be $25,000 in contractual for H/R, which was in the Admin budget and is now a standalone and has been shifted over to Daria's budget; this is why it is a net of $57,000. In terms of the Operating expenditure there are no substantial changes.

Mr. Mortillaro asked if there were any questions.

There were none.

Mr. Mortillaro proceeded to present the Public Information Office; Jim does an extensive job on looking at what print publications we go in, how much digital advertising buys we do, bill board, cable television, and radio. He takes a look at that and annually he adjusts what he feels is the best bang for the buck and where we need to be focusing our advertising on; some of the publications are more expensive than others; sometimes that is the only choice you have when advertising; Jim tends to wait till the last minute with them, knowing that they get desperate because they have not filled all their space and they start to reducing the price. IT hardware, software support is related to the Adobe Cloud; used in graphic design, that includes our annual fee and there is budget for our graphic design services that is paid on an hourly basis; our annual report cover design is done externally to a large degree but to an extent that we will do what we can internally. We purchase certain promotional items that we buy to promote the RTD; items that one can retain and remind them of our services. Dues and subscriptions are straight forward; we participate in all Chambers of Commerce in the four county area, paying membership dues; we try and stay cognizant as to what is going on within our service area by subscribing to the newspapers. Printing is the same although we've added $10,000 for the Veterans Outreach Program; we have to make a match contribution toward the Outreach, the state got a grant on that program and we are a part of the group that is utilizing those service; we committed to a $10,000 match on that. We prepare an annual report on route schedules, brochures, system booklets, what we can do online and disburse as an electronic document we do, but there are somethings we cannot get away from not printing. Training and registration fees are the same; we've added training and conference cost for Cristina who is our Marketing Coordinator; the budget is down; having it decreased doesn't take away from the things we do or need to do in terms of keeping our name and services out there with the public.

Mr. Mortillaro introduced Human Resources, Daria; she will be talking about her budget.

Ms. Veprek began by explaining the overall budget is going to be down compared to FY16 and mentioned a few changes made particularly in terms of contractual services and terms of advertising, these were our highest expenses due to utilizing those resources for recruitment; calculation for recruitment is roughly at $300 for hire. Contractual services are at $4000; we have implemented a computerized performance evaluation system, Performance Pro; the initial cost is at approximately $3,000 including the training component of implementing it and roughly $1500 in fees thereafter for the license. Advertisement, we are projecting a decrease by 50%, because of the social media option that can decrease the advertisement cost. Promotional budget is kept the same, it is adequate for the times of events which are planned for the next fiscal year. Office Supplies budget has a slight increase; needing new supplies and tools to better organize the office and needing extra supplies as H/R is now a separate department.

Councilor Sheehey asked about the big jump in adding general employee insurance.

Mr. Bingham replied that is a strategic move made in budget; putting the insurance where the benefits have the most effect, General Liability Insurance; as Daria is doing training to an employee she can mitigate the cost of insurance; we want that insurance to be in a department that effects and sees the most benefits. The insurance used to be in the Operations side and we have brought this portion to the H/R budget since Daria trains and will hopefully mitigate that cost and keep it to stay at the same cost.

Mr. Bingham added this is internal liability insurance; this is for EEO, harassment, employment, civil rights claims and related violations which have been alleged; these are all captured in the $31,000 insurance; from the Municipal League which we plan to rebid the process in December.

Further discussion continued on this item.

Mr. Mortillaro gave a brief overview of a new department, Planning Department; in the past it has been in Admin and Operations Admin, this year because of the addition of a new Planner; felt it was appropriate to break this department to its own. He then turned it over to Stacey to walk thru her budget.

Ms. McGuire began to explain the Planning budget; based expenses are for salary; contractual services, we have a place holder for $10,000, this is a cushion for an opportunity to move forward if need to employ an outside service; whether it be for benefit cost analysis, grant application or something highly analytical we feel may be better suited with more expertise to perform then we have in house; internet and postage straight forward; IT hardware and software has $10,000 this is specifically for software put in place to allow us to have a geographic data base; from bus stop, facilities at each bus stop this will be a data base we can manipulate and use to create maps for new routes; $3,200 for trainings and registration fees.

Further discussion continued regarding trainings for this department.

Councilor Sheehey commended Ms. McGuire for the good work she has done bringing in Grants for the District.

Mr. Mortillaro introduced Annette Granillo as our new Operations Manager, adding Ms. Granillo has been with the District for two weeks; Mr. Bingham worked on the budget with Mr. Kelly before he left and with Ms. Granillo when she came aboard; Mr. Bingham will give the presentation for Operations and mentioned the Fleet and Facility Department has been separated from Operations and is now on its own budget.

Mr. Bingham began by giving a brief overview of the Operations budget, adding this is one of the smallest budgets we have, consisting of two employees, Annette and Michelle; it used to include Stacey and Holly, Planning Department was a part of Operations; a decrease in payroll because the Planning Department is now created separate from Operations. Operations is in charge of all drivers which is the most payroll we have for the organization and they are in charge of the Avail contract; the overall expenditures of $91,000 as compared to $24,000 for ITS hardware and software support that is a onetime increase of $60,000, it will level off at about $60,000; 5% increase on the contract and still have three years left on it; this one-time spike is to pay for licenses for the Taos busses that are getting the full package of Avail; tried to loosen up on going over on printing and office supplies; all the stuff that goes on the busses to fill out paperwork all that comes through this office; they do all the payroll for the drivers and payments for Fleet, a lot of this is day to day office work for all the employees out in the field. Their budget did go up but if you take out that increase for Avail and a decrease from taking Stacey out of the budget, again wanted to loosen this budget because it is tight and wanted to honor the fact that departments can't go over their budget.

Ms. Van Buren asked if the biggest fluctuation is taking Planning staff out was of the salaries and IT hardware.

Mr. Bingham confirmed.

Mr. Bingham moved on to Drivers on to page 24; this is where we talked about the salaries savings is implemented into that number; budget for salary is $2.6 million and in FY17 we will be going into $2.2 million; the biggest factor is looking into budgets for salaries to be more accurate; if someone is not taking the family plan, we don't need the budget for the family plan; we anticipate people will stay in the same insurance plan; it is anticipate the 2.2 to be sufficient as you can compare it to actuals we are well above those. Keeping in mind Taos, Mountain Trails and La Cienega was brought in and those activities have to be captured in FY16 and FY17; looking at the salary line closely, overtime is the biggest factor; if we have a lot of people out and covering overtime that is not helping us; we feel the staffing level we allocated is the same as last year we feel we can position people at better places and mitigate overtime. That's not to say we didn't increase the overtime budget because we did see higher than expected on overtime this year; a lot of the routes are new and when we are done with the Mountain Trails routes things happen; we have people working overtime to cover hours or busses are running late.

Mr. Mortillaro added we have employees out on FMLA leave and sick leave usage is still a challenge in the driver ranks, this influences an impact on budget.

Further discussion continued on this item.

Mr. Bingham went on to discuss the salaries savings; looking at a five years' worth of history and having a H/R Manager, our turnover seems to be reduced; we are trying to ease into the savings idea in the budget but it's an effort to try to match our budget to match our actuals, so we don't show large variances; the more accurate we get the better bond ratings we get in the future.

Mr. Mortillaro added the other complexities that we have on staffing is that we have CDL and non-CDL routes and that gets challenging in terms of staffing and coverage; we can have vacancies in the CDL routes but if we don't have enough CDL drivers, we can't put a non-CDL driver on the route; your only choice is to put a non-CDL bus on that route if you can do it from a non-CDL stand point; making it a juggling act when someone calls off and the supervisor have to find the right people to fill those routes.

Mr. Lopez mentioned that is cheaper to pay overtime because you are not paying benefits, you're paying time in a half verses salary and benefits.

Ms. Granillo mentioned other than the salaries, we will be going into Union negotiations which will make an interesting topic on how the budget actually flex those negotiations is going to be a big instrument on this; it will be a challenge applying those negotiations to the contract.

Mr. Bingham moved on to Fleet the second biggest department referred to pages 25-26; fuel being the largest expense in one single line item, we are going from $495,000 to $416,000 this year, you see the actuals over the previous two years and where we are at today for eight months of the year; believe we are safe to reduce this line item and move it towards other line items, replacement parts, tires and vehicle maintenance, you will see those going up from $112,000, $50,000, $114,000; we are trying to strategically move that, hoping we do not need that budget but we don't know what the new vehicles are going to do for us as compared to how much we are going to need in the future; one fourth of our fleet gets replaced but that is still three quarters of the fleet that's off of warranty and has to be taken care of; as we can lower the mileage on our the vehicles when we replace them, that's going to be the beneficial factor that is going to lower our vehicle maintenance costs. We moved the insurance out of this budget, fleet had no effect on what the general liability policy was; we do think it has an effect on the vehicle insurance policy; as Fleet works with our drivers and Risk Management areas we hope we

can mitigate our $70,000 in vehicle insurance, this will go out to bid later in the calendar year and hopefully our insurance provider either the Municipal League or new provider will provide us training in things we can do to mitigate the vehicle accidents we've had; the insurance has been from $56,000 in 2014 to $74,000 now, that is another expense we need to keep in mind in this budget; overall they have to handle everything in this budget as far as anything we ask, fixing shelters, etc.; in the past it has been in this budget, what was done to focus this budget on fleet is to create a new Facilities Department.

Mr. Bingham moved on to Facilities referring to page 27; in this budget we took half from the managers salaries and put it into budget and left the other half in the other department; there is one employee specifically related to facilities; facilities is the Espanola, Taos building and all the 338 bus stops, most are signs; there are shelters we are starting to implement; we pick up trash if they have trash cans, mowing around the facilities and upkeep of the landscape; the building is getting older and new maintenance items come up; we put everything in facilities to allow that budget for the costs to run those buildings and bus stops; the budget is at $204,000; we did look at the old fleet budget where the budget was prior to getting this information; contractual services, janitorial contract other than hiring a janitor and paying benefits and pension we out sourced that to a local provider; contract is on a one year with two extensions; building maintenance $16,925. Last year we budgeted $40,000 on Utilities, this number will stay the same.

Mr. Mortillaro proceeded to Non-RTD, referring to page 29; this is up 3.15% over last year; projections for allocations for the Rail Runner is 50% of anything that is generated in Santa Fe County; City of Santa Fe gets 14%; Los Alamos County gets 20%; these number were conveyed to both entities as they were preparing their budgets; this is what they are planning on putting into their budget for their respective agencies.

Mr. Bingham pointed out that on the FY16 budget he accidently swapped the City of Santa Fe and Los Alamos County budget; on the final version will be corrected with City of Santa Fe at $1,380,700 and Los Alamos County at $966,490.

Mr. Mortillaro moved on to Staffing and Organizational Structure, referring to page 32; no new positions were requested for this fiscal year; some temp positions were changed to full time drivers. Referring to the organizational chart on the packet stating this is our structure for the time being; adding we have one vacant position, Fleet and Facilities manager.

Further discussion on this item continued.

Mr. Mortillaro proceeded to Professional Standards and Values, referring to page 33; we adhere to this and expect employees to conduct themselves in this fashion; they have to go through a training program when they come aboard; it is required for them to review when they apply so there are no surprises and they can ascertain for themselves if their values align with ours. Moving on to page 34 and 35, has more detailed position history, showing the FTE number and number of bodies that are in those positions; in Admin we rolled Transit, Planning and Marketing into this category and show how it has changed over the years; Finance has been static since 2011; Operations Admin. is static, where you see the deviation from 4 to 2 is on moving Stacey and Holly back into the Admin side; some positions in 2011 have been budgeted for but have not been filled, we got rid of those positions; page 35 Operations of drivers, referring the part-time, no benefits temporary hours, we were budgeting for 4.7 FTE's, based on our union contract we can only keep a temp on board for 800 hours, equaled to 12.3 bodies; in order to keep those positions year round we converted 3 of those positions to full time in reducing the number of temp hours so that we will be budgeting for the equivalence of 2.2 FTE's about 5.8 individuals; Driver II CDL's have increase from 16.3 to 19.3 by moving the 3 temps to a full time equivalency.

Further discussion continued on this item.

Mr. Mortillaro proceeded to go over Fleet and Building mentioning on how facilities has grown as we have acquired facilities; prior to 2012 we did not have this facility, moved in on August; after the move we had to hire people to maintain it and as we acquired the Taos system we the acquired a mechanic; we do our own mechanic work in Taos; mechanic work is not done here since we do not have the facility or equipment for that; we will be looking at those issues in the future; FTE count for 2016 and 2017 are the same, although the number of bodies changed because of the conversion of the temporary FTE's to full time; our person count will be down four positions overall; again it's making sure we have enough capacity to have people to deliver the services we need and to staff the seasonal routes.

Mr. Mortillaro moved on to Capital Improvement Plan, referring to page 36-37; referring to the spreadsheet, discussed what we are proposing to spend on this year's Capital budget and what's planned out for the future; adding we have a plan and a concept of what we need in the future and how soon we need to replace things for FY17.

Referring to the Budget message on page 9; he mentioned we budgeted for the replacement of a Admin service vehicle, this is a carryover from this year; we had purchased the replacement vehicle but refused to accept the vehicle because it did not have all the equipment we originally ordered; we re-budgeted, we are not buying an additional vehicle; it will be a carried over from this year. We are planning to replace 12 - 5311 units; one will be a leased buy out, owning this bus will allowing us to use the bus on any routes; 5310 units, we will be replacing 3 units totaling $142.000; purchasing 4 transits; $25,000 for replacing shelters and stops and incorporating solar lighting; $10,000 on bus stop service improvements, occasionally have to fix bus stops; Transit Alternative Program, for ADA improvements this is for the next phase project, we have gotten the award of $366,000, we have not gone out to bid on the construction, still trying to get phase II spent and done; stand by emergency generator and pad and fencing, $60,000 was budgeted last year; approval for on call contract engineer services was formally approved, we had an engineering company came in to help us develop the specs for the stand by emergency generator.

Mr. Bingham went on to explain our goal is to put in an engineered plan; we will be going out to bid this fiscal year with the anticipation of award for the next fiscal year; the budget estimate put together at $103,000 construction at 10% contingency estimating to spend less than $93,000, we do not know what we may run into in the parking lot; we have a three phase power coming into the building, often losing one of those phases causing havoc on our copier, leading to a high repair bills; this is needed to mitigate those expenses and take care of other issues.

Further discussion continued on this item.

Mr. Mortillaro moved on to speak about the copier; the copier we currently have is five years old, continuously giving us problems, older technology; we have looked at leasing it and can't justify paying a company 8% return every year; we budgeted to purchase a new copier and will have a maintenance contract on it.

Office additions, last year we budgeted to do the addition of the executive's conference room and convert the prior conference room to two offices; this is to move dispatch to the open space in the back and create two extra offices to utilize and repurpose that space.

Mr. Mortillaro explained the Replacement of bus DVR; currently we have Angel Track System and would like to replace with the Apollo camera system, with a live view function, this will allow us to look into a bus live, only used as needed; all the busses in Taos came with the live view function, as we upgrade all of our busses will come with the Apollo camera system and DVR; this is to upgrade our Angel Track System to the latest DVR's with Apollo System.

Mr. Bingham went over the Vehicle Interactive Voice Response; money was given to us by DOT, it is under our Capital Allocation; this is used as a touch prompt system in our phone system that allows them to choose what routes the customer want to hear about or times that are listed, this is a second alternative for customers to be connected. This $30,000 investment gives us a full of the Avail as far as notifying the public.

Mr. Mortillaro proceeded to the Long Range Strategic Plan and Fund Balance Analysis on page 39; in 2011 the Long Range Strategic Financial Plan was put together for the District and Board we went through a process with the partners selecting the Moderate Case Scenario; this was adopted by the Board to use for Long Range Financial Planning; this Moderate Scenario is what we project out as our best estimate of what things can look like in the future financially for the District and a long term view of any modifications we may have to make in spending patterns or to revenue acquisition; we also look into what is happening to our Fund Balance; Using certain assumptions in terms of the revenue and expenditure stream to see if they are balance, if not then we have to dip into reserves.

Mr. Bingham gave a brief over view of the graph presented.

Councilor Sheehey made a motion to recommend the proposed preliminary 2017 budget to the NCRTD Board for approval. Ms. Van Buren seconded the motion and it passed by a unanimous voice vote.

B. Quarterly Investment Report

Mr. Bingham proceeded to go over the all was moved to a year we can't beat the market unless we get the 30 bases points

On the budget we are projecting a higher investment we've earned the total amount of budget at the third quarter of this year doing better than last year.

Councilor Sheehey made a motion to forward the Quarterly Investment report to the Board. MS. Van Buren second the motion and it passed by unanimous voice vote.

C. Minutes from February 26, 2016

Mr. Mortillaro asked the Finance Subcommittee to review and approve the minutes from February 26, 2016.

Ms. Van Buren made a motion to approve the minutes for the Finance Subcommittee from February 26, 2016 meeting. Councilor Sheehey seconded the motion and it passed by a unanimous voice vote.

MATTERS FROM THE SUBCOMMITTEE

ADJOURN

Councilor Sheehey motioned to adjourn the meeting. Ms. Van Buren second the motion and it passed by a unanimous voice vote.

Next Finance Subcommittee will be held May 27, 2016 at 9:00 AM.

EXECUTIVE REPORT
For May 2016

EXECUTIVE

- Presented annual report to Taos Town Council.
- Presented annual report to Ohkay Owingeh Pueblo Council.
- Presented annual report to Santa Fe MPO Technical Coordinating Committee.
- Presented annual report to Taos County Commission.
- Presented annual report to Santa Fe County Commission.
- Met with Taos County Sheriff regarding bus stop issues at administrative building.
- Commenced collective bargaining negotiations.
- Participated in Norther and Central New Mexico Transit Providers Group with NMDOT.
- Discussions with Taos County Treasurer regarding special events service request.
- Continued participation in interviews for Fleet and Facilities Manager.
- Addressed legal services in-sourcing.
- Continued bi-weekly TSV project meetings.
- Met with Chris Stagg, TSV Corporation regarding future service to TSV.
- Continued review and discussion of outstanding site property issues with Attorney and staff.
- Finalized staff performance evaluations.
- Attended monthly MPO TCC meeting.
- Attended via conference call APTA Small Operations Committee.
- Attended via conference call APTA State Affairs Committee.
- Attended Rio Metro RTD Board meeting.
- Met with Attorney and Staff regarding various legal issues and associated documents.
- Prepared Board and Finance Subcommittee meeting materials.
- Met weekly with Board Chair Barrone on various issues.
- Continued review, revision and creation of various NCRTD policies.
- Maintained continuous communication with board members, subcommittee members, and Chair.
- Attendance at various NCRTD staff and subcommittee meetings, including Board, Finance and Tribal subcommittees meeting.
- Addressed a variety of employee human resources issues and prepared memorandums to document district actions.

MARKETING/PUBLIC INFORMATION OFFICE

- The 2016 NCRTD Rider Survey, which took place on the buses from April 18-22, is currently being analyzed and compiled into a comprehensive report. We have targeted July for it to be presented to the Board
- Completed the layout, design and production of the Finance Department's FY 2017 Budget Book
- Attended the launch event for the Bienvenidos 2016 season of providing information to visitors and locals on the Santa Fe Plaza. The group is promoting the NCRTD with six rack cards with transit information to popular tourist destinations we provide service to
- Participated in a VTCLI (Veterans Transportation and Community Living Initiative) meeting with representatives of NMDOT, NM transit agencies, NM Department of Veteran Services

- Attended a Town of Taos Council meeting and presentation by the NCRTD Executive Director
- Attended a Santa Fe County Board of County Commissioners meeting and presentation by the NCRTD Executive Director
- A District written piece appeared in the Passenger Transport Magazine Bus and Paratransit Conference Issue regarding the Long Range Strategic Plan
- Fulfilled an IPR request from the Rio Grande Sun
- Updated the Turquoise Trail schedule brochure to include the afternoon stop at the SF County Adult Detention Center
- Re-did the schedule brochure for El Rito route with the new schedule and issued a rider alert and posted it on the website and on the buses
- Ads ran in the summer guides of the Taos News, Los Alamos Monitor, Rio Grande Sun and Santa Fe New Mexican
- Rider alerts were issued regarding the El Rito schedule changes and the Memorial Day holiday closure
- KDCE – 950 AM radio in Espanola, :30 sec radio spot and sponsorship of the 7:30 AM news ran 17 days in May excluding Saturdays and Sundays
- KSWV 810-AM in Santa Fe, :30 sec Mountain Trail spots ran 20 times in May as well as 30 :20 sec promos announcing RTD sponsorship during the 7:30 AM ½ hour
- KTAOS 101.9 FM in Taos, 14 :30 sec radio spots ran each week in May
- A series of 30-second spots in English and Spanish ran on KXMT in Taos
- Two banner ads ran in May in the Santa Fe New Mexican. Two banner ads ran in the Taos News and Los Alamos Monitor. Two 1/8 page ads ran in the Rio Grande Sun
- A series of digital ads ran on SantaFe.com, Santa Fe Hometown News, Los Alamos Daily Post and Valley Daily Post. Ads also continued running on the Taos News website as well as in Google searches in the Taos County area
- Ads ran in the Chama Valley Times and in the Green Fire Times this month

SERVICE DEVELOPMENT

- April 2016 5311 Ridership Report
- ITS AVL/CAD project work including:
  - Oversight of ongoing tweaks and improvements to schedule, routing and map
  - Continued data entry input and oversight, emphasis on trigger boxes and angles of entry
  - Participated in Taos area project kickoff; set cell coverage onsite visit to occur mid-May
  - TAP FY14 and FY15- contract awarded to Allied 360 Construction, LLC, awaiting NMDOT and FHWA approval
  - TAP FY15 and future- On-call engineering contract awarded to Wilson & Company pending NMDOT and FHWA approval
  - Tribal Transportation Program (TTP) discretionary funding application submitted; continued discussion with Jicarilla Apache Nation representatives regarding transportation needs and requested service
  - TIGER VIII application submitted for a Maintenance Facility, Vehicle Wash Bay and Fueling Station
  - Submitted to NMDOT the Maintenance Facility, Vehicle Wash Bay and Fuel Station for inclusion in its consolidated Section 5339 Bus and Bus Facilities grant application
  - Participated in ICIP hand-on training
  - Completed and submitted to NMDOT a Taos County Demand Response Expansion Plan for inclusion in its consolidated Rides To Wellness grant application
  - Involved in and attended Taos County Comprehensive Plan meeting
  - Participated in NMDOT NM68-64 corridor study project open house

- Assisted in coordination of Taos Mother's Day weekend special event service
- Facilitated Avail onsite visit to assess cell coverage throughout service area
- Participated in North Central Transit Providers workgroup at NMDOT
- Met with Pecos Medical Services to discuss opportunities to coordinate services

OPERATIONS

- Hired two CDL drivers to assist in Taos operations
- Set-up of electronic employee review system to commence May 2016
- Completed and implemented bi-yearly driver bid
- Completed changes to El Rito schedule to include service to Ojo Calieñte to commence May 31, 2016

HUMAN RESOURCES

- Celebrated Birthdays and Anniversary Day on Wednesday, May 11.
- Fun Committee Meeting on Thursday, May19.
- Coordinated Above and Beyond Raffle Winners for May.
- Conducted Interviews for the Fleet and Facilities Maintenance Manager and filled position. New colleague starts on Monday, June 20th.
- Participated in the Collective Bargaining negotiations
- Sent updated Union List
- Processed termination process/exit interview for 4 drivers
- Coordinated on site Catapult Health Check

Performance Measures

for

Fiscal Year 2016

April 2016

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Administrative, Fleet and Customer Related:

1. **Administrative:**
   - **A. Ridership, All Funded Routes**
   - **B. Ridership, NCRTD Operated Routes**
   - **C. Monthly Expenditures**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**

2. **Fleet:**
   - **A. Vehicle Back Up Ratio**
   - **B. Average Vehicle Age**
   - **C. Percentage of "On-Time" PM / Inspections**
   - **C. Accidents, Major/Minor Tracking**

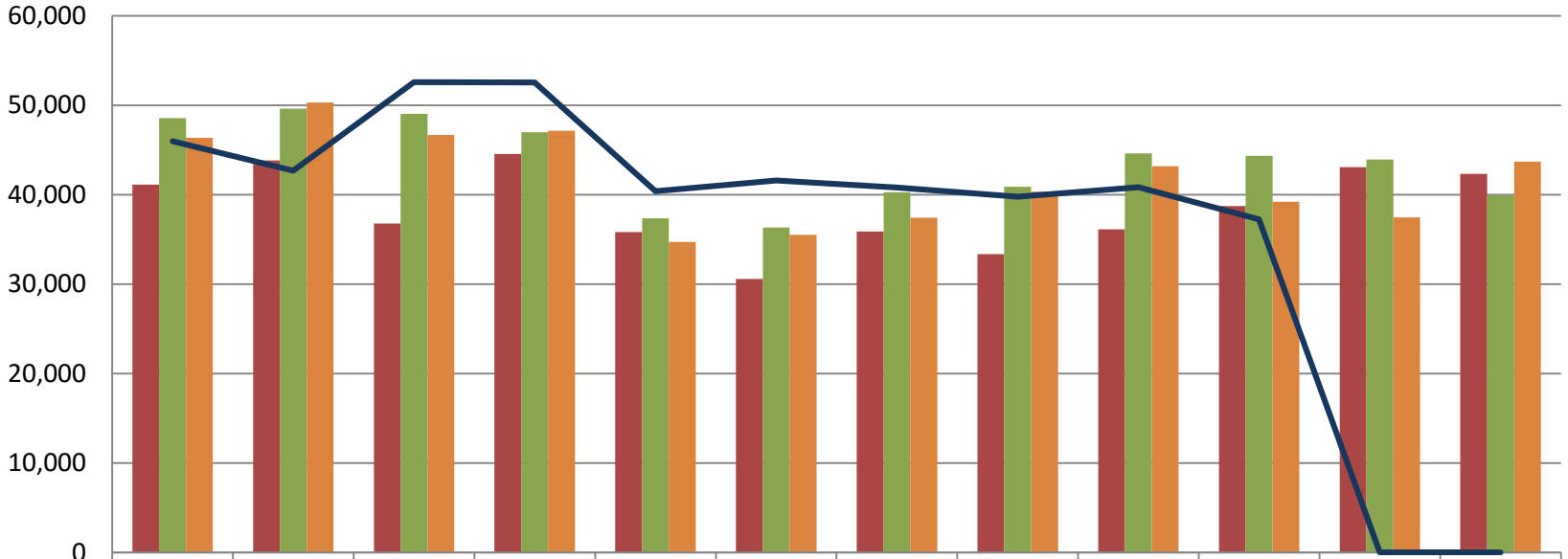
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The In-state/local comparable is Sandoval/Valencia Counties which are operated by the Rio Metro Regional Transit District. This benchmark/peer entity was chosen since they are within New Mexico and somewhat similar to rural transit service. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Ridership Tracking of All NCRTD Funded Routes

Tracking ridership is the #1 way a public transportation agency can gauge its effectiveness of the service it provides. Ridership data for all routes funded by the NCRTD are collected by City of Santa Fe and Los Alamos County. This data is forwarded and combined with the data from the District's operated routes. These numbers are then compiled into a monthly ridership report. This measurement tracks the number of one way trips taken on all the routes within the district. This graph shows the NCRTD combined total ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand. Sandoval/Valencia counties are used local/in-state comparison benchmark, as they are similar in service but smaller in size: a two county service of the Rio Metro Transit District.

Ridership All Funded Routes

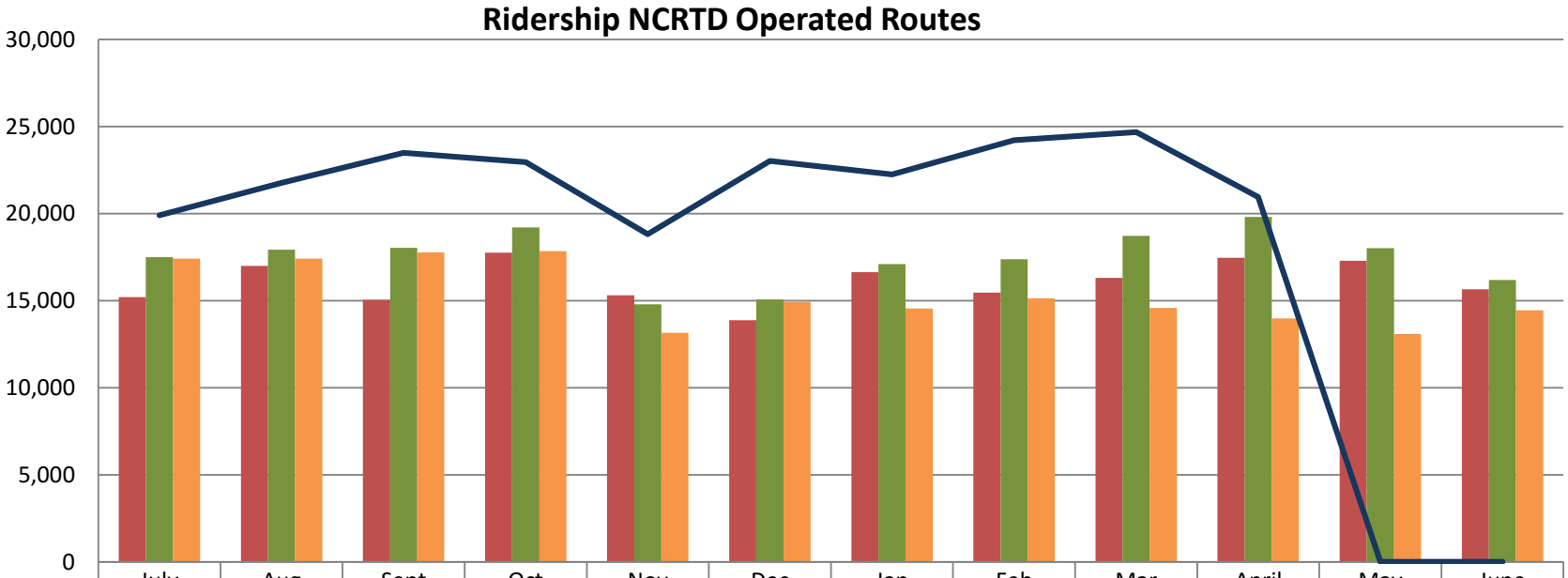


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	41,135	43,836	36,784	44,537	35,825	30,576	35,877	33,352	36,135	38,724	43,060	42,332
FY 13-14	48,552	49,624	49,034	46,976	37,369	36,320	40,271	40,871	44,627	44,335	43,930	39,934
FY 14-15	46,374	50,295	46,680	47,152	34,702	35,509	37,422	40,320	43,164	39,195	37,447	43,676
FY 15-16	45,966	42,682	52,575	52,528	40,393	41,584	40,794	39,780	40,830	37,248		

Performance Measure - Administrative:

Ridership Tracking of NCRTD Operated Routes

This ridership data is collected by the NCRTD drivers for all routes operated by the District. This includes 24 flex and commuter routes as well as the demand response and paratransit routes. Totaling the number of one way trips on NCRTD routes, allows staff to evaluate effectiveness and to ensure that the service is reaching areas in the district that have high demand for accessible mobility. Sandoval/Valencia counties were selected as a local/in-state comparison benchmark.

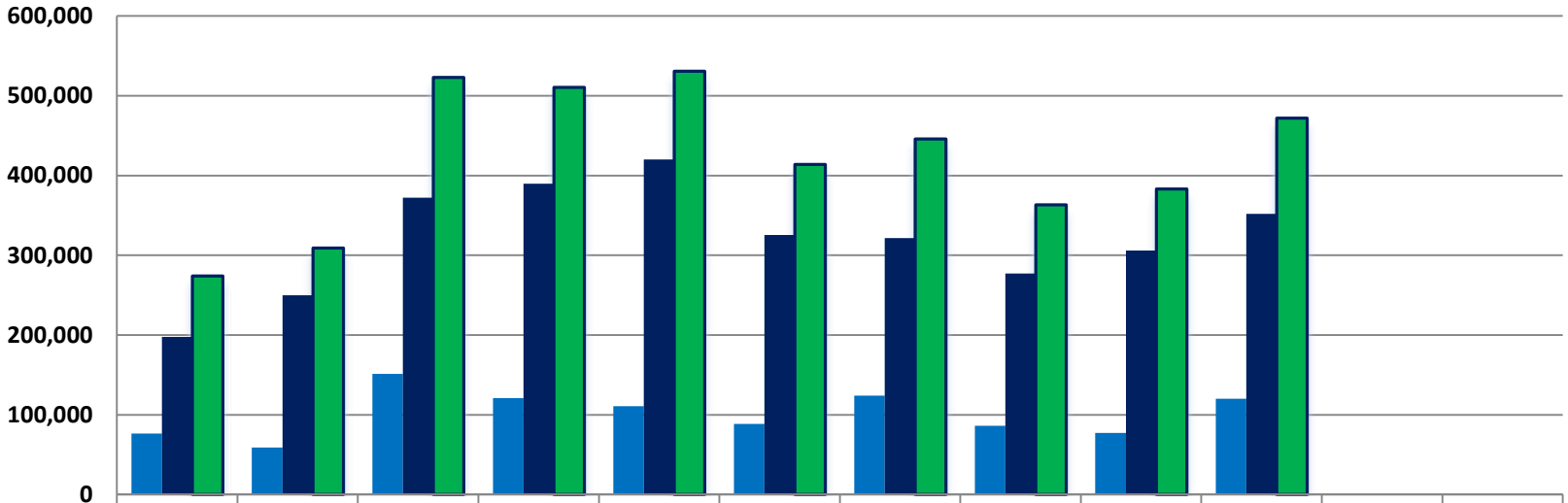


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	15,200	16,995	15,052	17,760	15,317	13,872	16,642	15,471	16,315	17,465	17,285	15,653
FY 13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY 14-15	17,415	17,419	17,781	17,843	13,155	14,933	14,545	15,134	14,578	13,983	13,087	14,447
FY 15-16	19,899	21,768	23,498	22,962	18,824	23,033	22,245	24,214	24,675	20,963		

Monthly Expenditures for Administrative and Operating

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the expenditures to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. Tracking the budget and monitoring operational costs allows management to target specific dollar amounts when creating future budgets and requesting federal funding from the NM Department of Transportation.

Monthly Expenditures FY 15-16

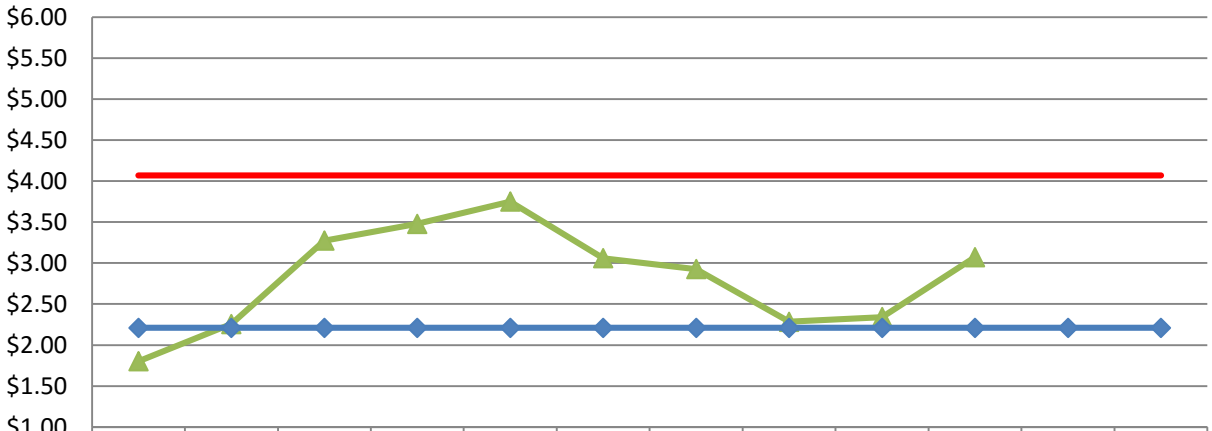


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Admin	$76,354	$59,063	$151,069	$121,003	$110,781	$88,349	$124,070	$86,141	$77,121	$119,907		
Operating	$197,484	$249,820	$372,007	$389,501	$419,913	$325,386	$321,680	$277,233	$306,067	$351,926		
Total	$273,838	$308,883	$523,076	$510,504	$530,694	$413,735	$445,750	$363,375	$383,188	$471,833	$0	$0

Operational Cost per Vehicle Mile

Cost per vehicle mile is the total operating costs per month in relation to the total vehicle miles per month traveled on NCRTD routes. The mileage data is logged daily for each route and compiled into a monthly report. Monthly operating costs are obtained from the Monthly Expenditures (chart above) and the number of miles travelled for NCRTD operated routes. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per mile vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties' annual average are used as a local/in state comparable benchmark, even though their system is smaller than NCRTD. Data from the **2014*** Rural Transit Data Fact Book, specifically FTA's District 6 (our district) annual cost per mile is included as a benchmark**. *This Data from 2014 Rural Transit Data Fact Book has been revised for the FY15 year.**

Operating Cost Per Vehicle Mile

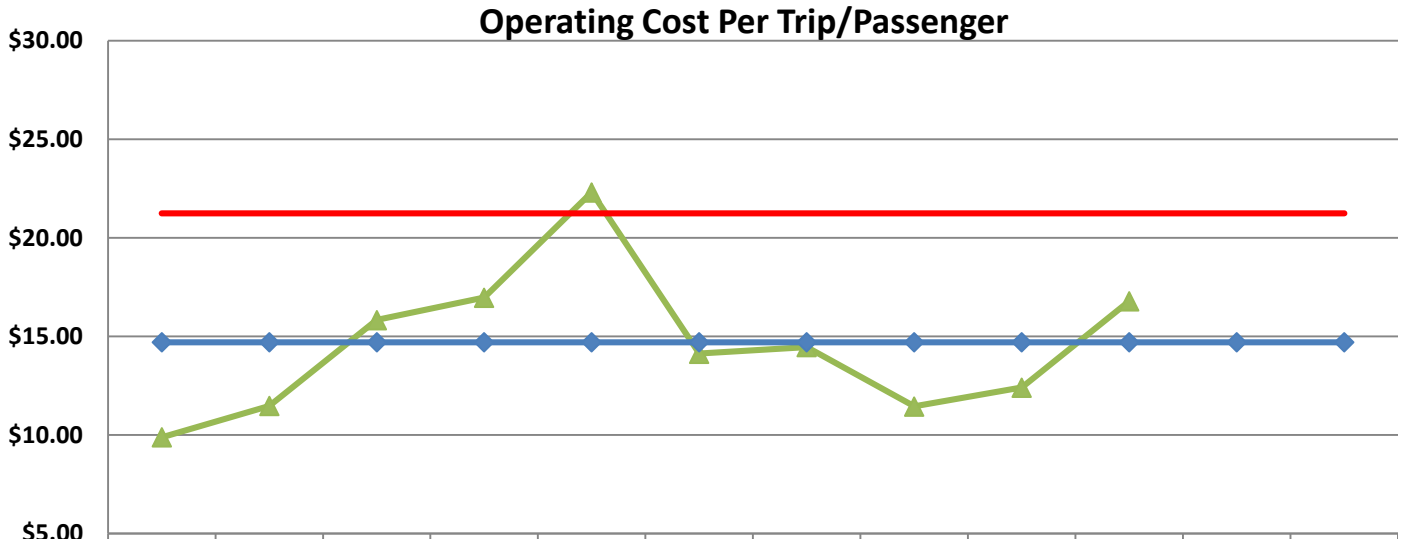


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$1.80	$2.26	$3.27	$3.48	$3.75	$3.06	$2.93	$2.28	$2.34	$3.07		
Sandoval/Valencia	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07	$4.07
Region 6 Total Cost Per Mile	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21	$2.21

Performance Measure - Administrative:

Operating Cost per Trip

When transit data is collected, passengers, riders and rides are counted and referred to as “trips.” One passenger can generate several trips in a day, and these are counted individually. Example, a particular rider may board in Questa (1 trip) and transfer to the Taos to Espanola bus (1 trip) and again transfer to the Santa Fe bus in Espanola (1 trip) for a total of three trips. The cost per trip is computed on a monthly basis by dividing the monthly operating costs from the Monthly Expenditures (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes. Sandoval and Valencia counties’ annual average are used as a local/in state comparable benchmark, even though their system is smaller than the NCRTD. Data from the **2014*** Rural Transit Data Fact Book, specifically FTA’s District 6 (our district) annual cost per trip is included as a benchmark. **. *This Data from 2014 Rural Transit Data Fact Book has been revised for the FY15 year.**

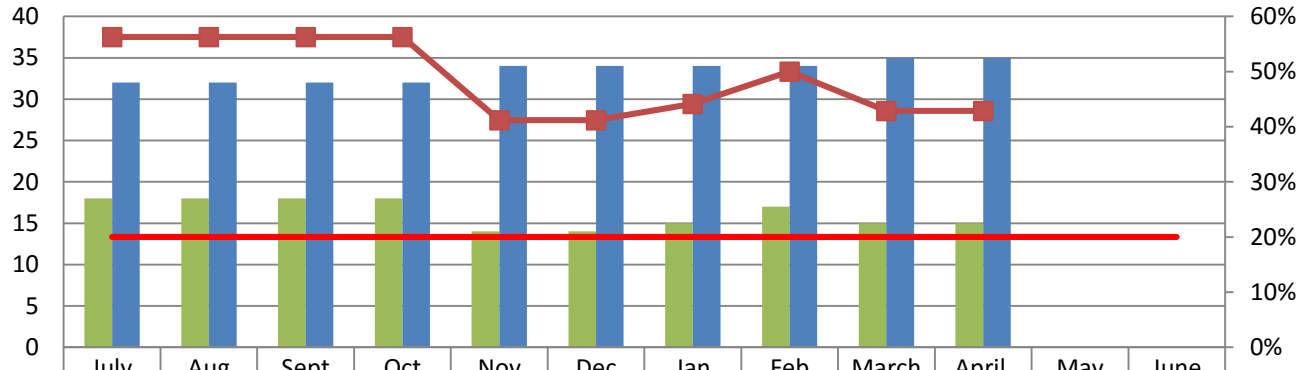


	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$9.88	$11.48	$15.83	$16.96	$22.31	$14.13	$14.46	$11.45	$12.40	$16.79		
Sandoval/Valencia	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24	$21.24
Region 6 Total Cost Per Trip	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70	$14.70

Spare Vehicle Ratio/Combined all Vehicles

FTA defines the spare ratio as the percentage of spare vehicles in comparison to the number of vehicles required for annual maximum service. Recommended FTA spare vehicle ratio is 20% for fleets over 51 vehicles. NCRTD's fleet totals 51 and is exempt from this guideline but it is a good benchmark to keep in place. With an annual maximum service of now 35 and a backup fleet of 15, the backup ratio is 42.86%. This higher number is needed and reasonable due to the variety of passenger seating requirements for specific routes throughout the District. These backup vehicles ensure consistent coverage of all routes when vehicles are off line due to routine maintenance or unexpected breakdowns.

Spare Vehicle Ratio/Combined All Vehicles

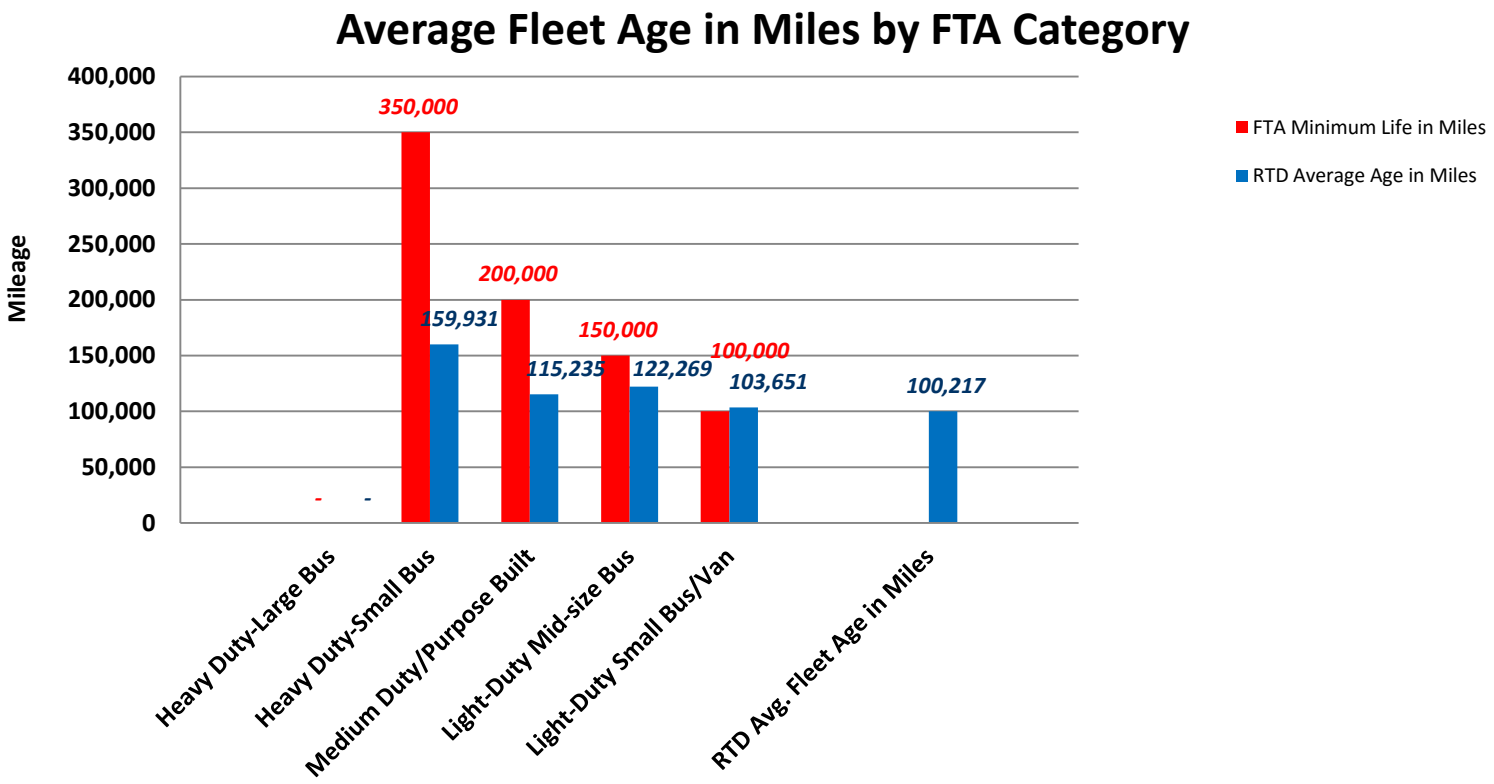


	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Spare Vehicles	18	18	18	18	14	14	15	17	15	15		
# Needed to run	32	32	32	32	34	34	34	34	35	35		
Spare Ratio	56.25%	56.25%	56.25%	56.25%	41.18%	41.18%	44.12%	50.00%	42.86%	42.86%		
Recommended	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%	20.00%

Performance Measure - Fleet:

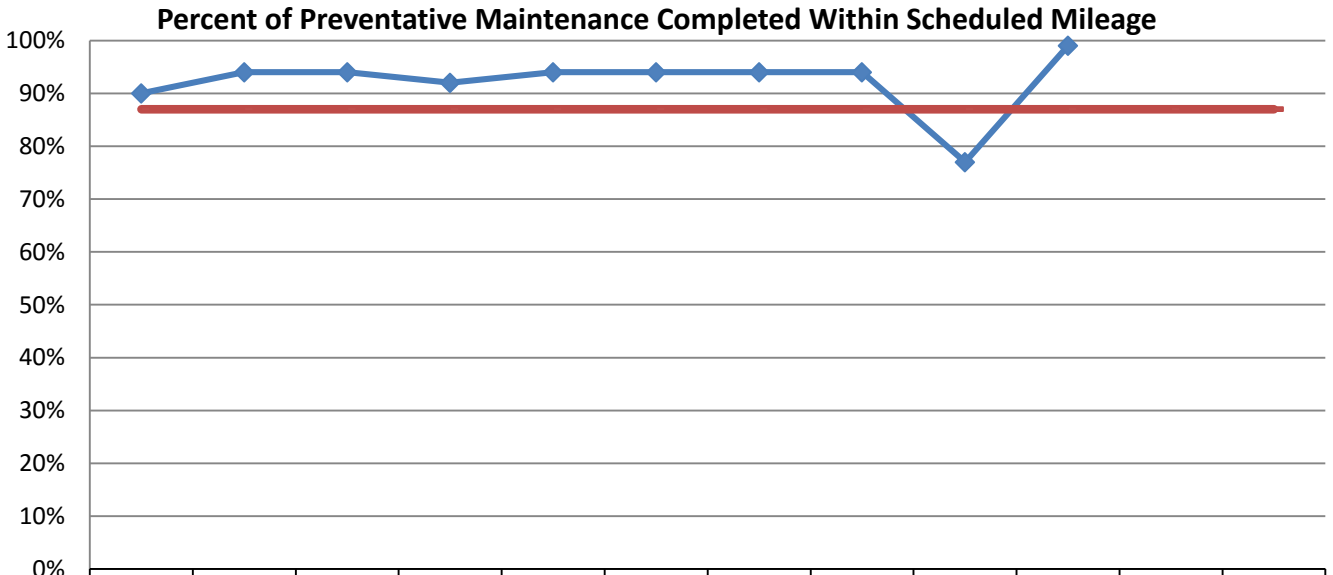
Average Fleet Age

The FTA allows the use of years or mileage to attain usable life. The District uses mileage rather than the year of manufacture because of the large area of the district and the high number of miles traveled on an annual basis. This compares the age of specific kind of vehicles by mileage in accordance to the FTA guidelines. This is useful in fleet replacement planning. The numbers will vary month to month as mileages increase and old vehicles are replaced by new.



Percentage of "On-Time" PM / Inspections

The federal benchmark for the percentage of "on-time" preventative maintenance (PMs) and inspections for the fleet is 87%. Inspections are required to be conducted within certain mileage timeframe by vehicle manufacturers for the various sizes of vehicles. Manufacturer's recommended maintenance schedules may range in mileage due to the component makeup of a particular vehicle. The FTA recommends they be conducted within the manufacturer's recommended maintenance schedule. However, as a sub recipient of NMDOT we are allowed varied standards as approved by NMDOT. With the variety of sizes and component makeup of District vehicles, we have determined and hold to a standard of 6000 mile intervals for the light and medium gasoline powered fleet and 7000 miles for the diesel powered medium-heavy fleet. This ensures frequent safety inspections and PM services at reasonable intervals that result in a more dependable and safer fleet. This data is collected and tracked by the Fleet Maintenance Manager.



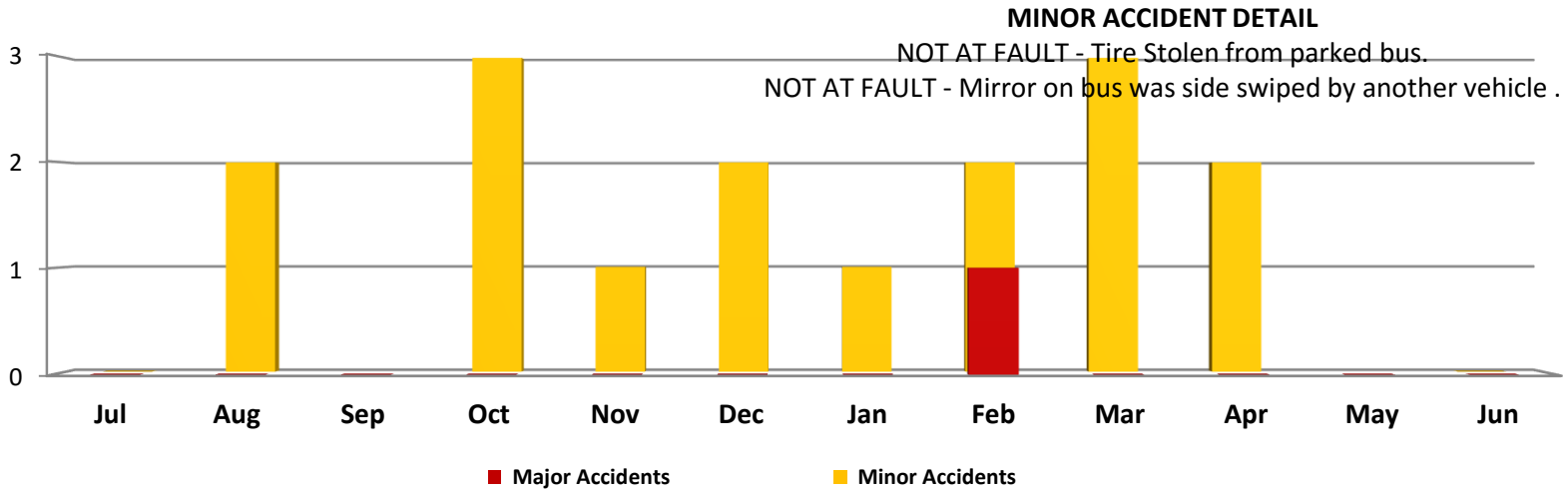
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY 13-14 RTD Maintenance	90	94	94	92	94	94	94	94	77	99		
FTA Recommendation	87	87	87	87	87	87	87	87	87	87	87	87

Performance Measure - Fleet:

Accidents per Month

This measurement shows us how many accidents occur within a month and to what frequency they occur. These are logged as minor or major accidents. A minor accident for example, is one where a driver hits a stationary object while backing but there is minimal damage. A major accident is one where there may be significant damage and/or injury, and a FTA Post accident drug screen is required. All accidents are reported to the Operations and Maintenance Manager to decide on what corrective action needs to be taken. There are established internal reporting and follow up procedures. All accidents, major or minor, are investigated and documented, and dealt with accordingly by the operations management team. As a result, disciplinary measures and/or driver re-training may be required by the outcome of the investigation.

Number of Major/Minor Accidents per 104,664 Miles Avg. Driven Monthly



Last Minor Accident - April 28, 2016	**Miles Driven since last Minor Accident - 9,968**
Last Major Accident - February 5, 2016	**Miles Driven since last Major Accident - 194,376**

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Tesuque – Rider called to complain the driver didn't stop at the Tesuque stop.
Supervisors reviewed Data Point and the bus video to see if the driver had stopped at this stop. The video shows the driver in the area, but there was no record of a rider being at the stop at the specific date and time that was reported, therefore the bus did not stop.
2. Edgewood – The Edgewood bus doesn't have a bike rack for riders to utilize.
A different bus was assigned to this route that has a bike rack as of 4/20/2016.
3. Demand – Driver was driving erratic between semi's and ran the stop light by Memorial Park.
No video evidence of erratic driving, supervisor coached the driver on safe driving. The ADEPT showed the driver was 5mph under the speed limit. The driver did admit making a quick lane change to make a right turn.

			FY 15-16 Number of Complaints			
	Total	Schedule Issues	Driver Performance	Against other Passengers	Miscellaneous*	Percent VS Ridership
July	3		1		2	0.02%
August	2		2			0.01%
Sept	6		5		1	0.03%
Oct	0	0	0	0	0	0.00%
Nov	2	1			1	0.01%
Dec	4		3		1	0.02%
January	0	0	0	0	0	0.00%
Feb	2		1		1	0.01%
March	3		3			0.01%
April	3	0	2	0	1	0.01%
May	0					
June	0					
	0					
Total	25	1	17	0	7	0.01%

Performance Measure – Customer Relations: Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Riverside I – A passenger found a baggie containing a white substance. The driver did not know how long it had been on the bus.
2. Questa/Taos – A passenger complained the radio was too loud, asked driver to lower the radio. The driver lowered the radio, but passenger asked him to lower it again. The driver suggested to the passenger to move toward the back of the bus where it wouldn't be so loud.
3. Taos/Santa Fe – A passenger complained the radio was too loud, asked the driver to lower the radio. The driver lowered the radio, passenger continued to complain the radio was too loud, so the driver turned off the radio to satisfy the passenger. The passenger continued complaining that the driver had an attitude.
4. Taos Ski Valley – A passenger wanting to go to Pueblo Allegre stop changed her mind, she wanted to go to the Taos Ski Valley. While on the bus the passenger started arguing with another passenger. The driver stopped the bus to see what was going on, the passenger arguing was complaining about a window being opened and wanted the other passenger to close their window. The driver asked the passenger who was arguing to move seats closer to the front of the bus, the passenger refused to move. The driver told the arguing passenger that he could drop her off and pick her back up on the way down, the passenger refused. **(Incident 2, 3 & 4 are in reference to the same passenger)**
5. Tesuque – A passenger who lives close to the Tesuque Headstart bus stop doesn't go to the bus stop to get the bus, but expects the driver to stop by her house to pick her up.
6. Chimayo – A passenger who boarded the bus at Dan's Liquor's announced to the driver that he had an open container of alcohol after he sat down and the bus began to move. The driver pulled over at the Chimayo Post Office and asked the passenger to get off the bus.
7. Tesuque – A passenger along with his wife and small daughter approached the driver asking him to let them off the bus at the Arroyo Seco / La Puebla intersection because his small daughter had picked up a needle and poked herself with a needle at the Human Services. The driver asked the passengers if they wanted him to call for an ambulance. Passengers declined the calling of an ambulance, but wanted to get off the bus.
8. Riverside II – A passenger was intoxicated and belligerent to other passengers that were waiting for other buses at Park N Ride. The driver denied him service due to intoxication.
9. Chama – Driver refused service to an intoxicated passenger.
10. Chama – Passenger on the bus got up and walked to the front of the bus asking the driver to give him a 5 minute smoke break. The driver asked the passenger to sit down or he would have to exit the bus at the next stop. When they arrived in Chama the passenger began to argue with the driver, putting his hand on the driver's shoulder. The driver asked the passenger to remove his hand from his shoulder and get off of the bus.

Performance Measure – Customer Relations: Customer Incidents

		FY 15-16 Number of Customer Incidents				
	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	11		4	7		0.06%
Aug	12	6	1	4	1	0.06%
Sept	6			1	5	0.03%
Oct	8	1		4	3	0.03%
Nov	3			3		0.02%
Dec	7		2	3	2	0.03%
Jan	9	1		6	2	0.04%
Feb	32	3	2	15	12	0.13%
March	15	2	0	10	3	0.06%
April	8	0	0	6	2	0.04%
May	0					
June	0					
Total	111	13	9	59	30	

PARATRANSIT
Performance Measures

for

Fiscal Year 2016

April 2016

DEMAND RESPONSE / PARATRANSIT
Performance Measures for
Fiscal Year 2016

The performance measures that were developed are designed to provide data that can be evaluated in a logical manner. It allows the District to identify areas in which its performance may need to be improved and to understand the characteristics and factors that impact that performance. In addition, to the extent feasible a peer comparison or a benchmark has been included as available or appropriate. This performance data is important since many times the District's costs, efficiencies and productivity is not measured against any benchmark or standard or attempts are made to compare it against systems that bear no similarities in mission, complexity or service area. Therefore, the data presented should provide some context in which to assess the District and its efforts to deliver services based upon its mission, goals and objectives."
The report data collected is grouped into 3 areas: Demand Response Administrative, Paratransit Operations and Customer Relations:

1. **Demand Response Administrative:**
   - **A. Ridership, All Demand Response Routes**
   - **B. Ridership, Demand Response Paratransit**
   - **C. Demand Response Operational Cost**
   - **D. Cost Per Mile**
   - **E. Cost Per Trip**

2. **Paratransit Operations**
   - **A. Cancellations**
   - **B. Late Cancellations**
   - **C. No-Shows**
   - **D. On-Time Performance**
   - **E. Trip Length**

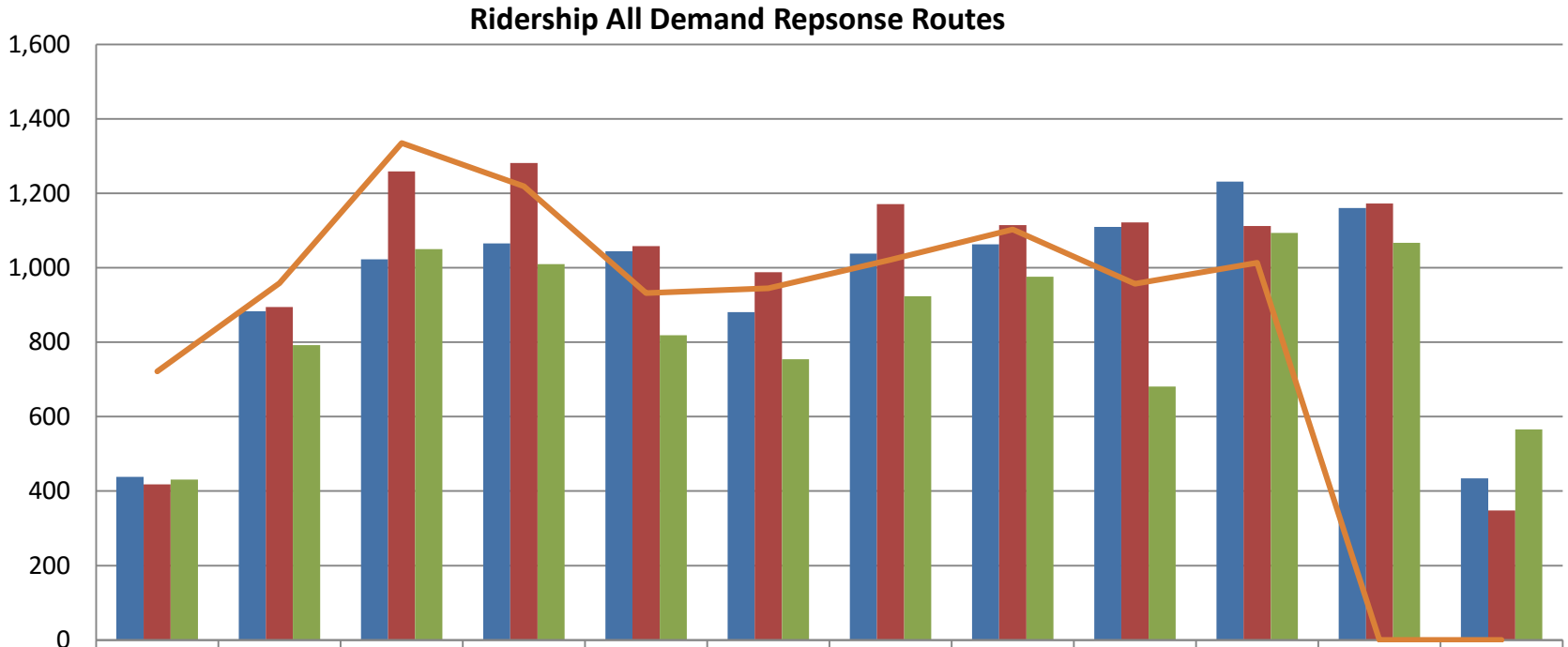
3. **Customer Relations:**
   - **A. Complaints**
   - **B. Incidents**

The closest peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable to cost per mile. Their percentage of Demand Response trips are 46% of their total ridership, higher than NCRTD's at 4.7%, showing a considerable spread on the cost per trip. The FTA benchmarking data used originates from the Rural Transit Fact Book 2014. The data is for 2012 in FTA Region 6, rural providers which includes New Mexico, Texas, Oklahoma, Arkansas and Louisiana.

Performance Measure - Administrative:

Ridership Tracking of All Demand Response Routes

This measurement tracks the number of rides (trips) taken each month on all the demand response routes within the district. This graph shows the NCRTD demand response ridership numbers, and compares them each month, identifying any increases or decreases in the number of monthly trips. This also indicates how well the regional district is continuing to address the issue of accessible mobility by routes that are in areas where there is public demand.



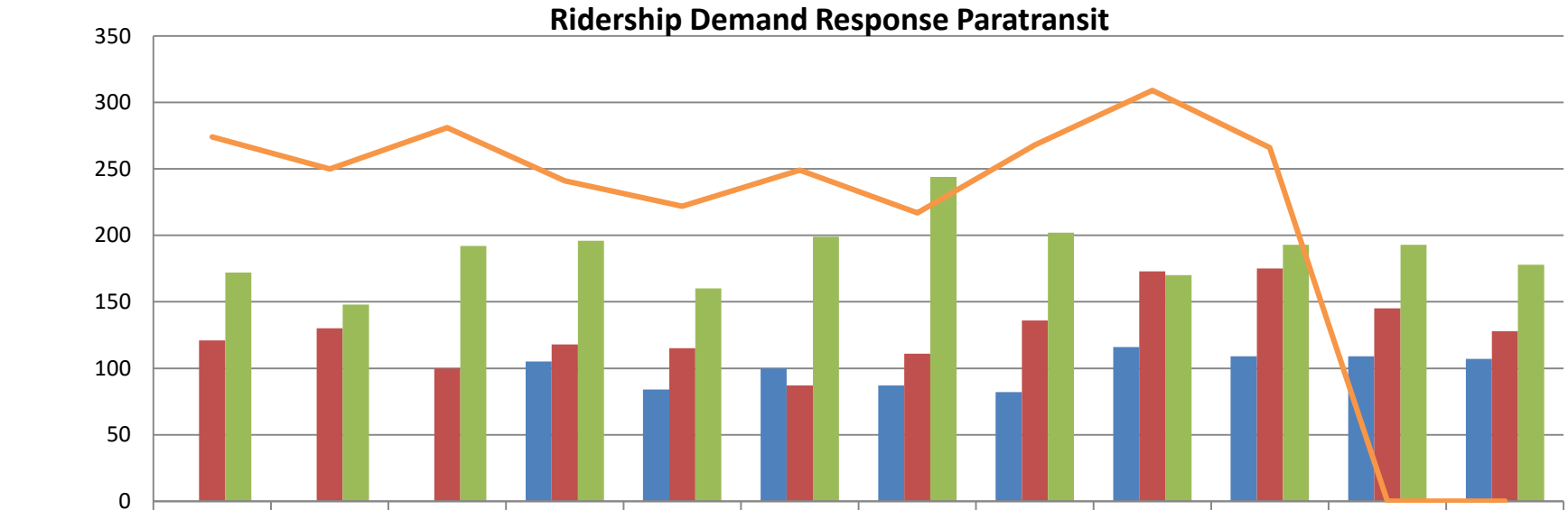
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	438	883	1,023	1,066	1,045	881	1,038	1,063	1,110	1,232	1,161	434
FY 13-14	418	895	1,259	1,282	1,058	988	1,171	1,115	1,122	1,112	1,173	348
FY 14-15	431	792	1,050	1,010	819	754	924	976	681	1,094	1,067	566
FY 15-16	722	959	1,335	1,219	932	945	1,022	1,103	957	1,014		

YEAR TO DATE: FY 15-16 **10,208**

Performance Measure - Administrative:

Ridership Tracking of Demand Response / ADA Paratransit Trips

This ridership data represents the number of ADA paratransit trips that occurred each month within the demand response routes. This also includes any ADA eligible trips that occurred on the fixed/flex routes. Please note that this an incomplete chart at this time will be updated as ADA Paratransit ridership can be mined from the historical data.



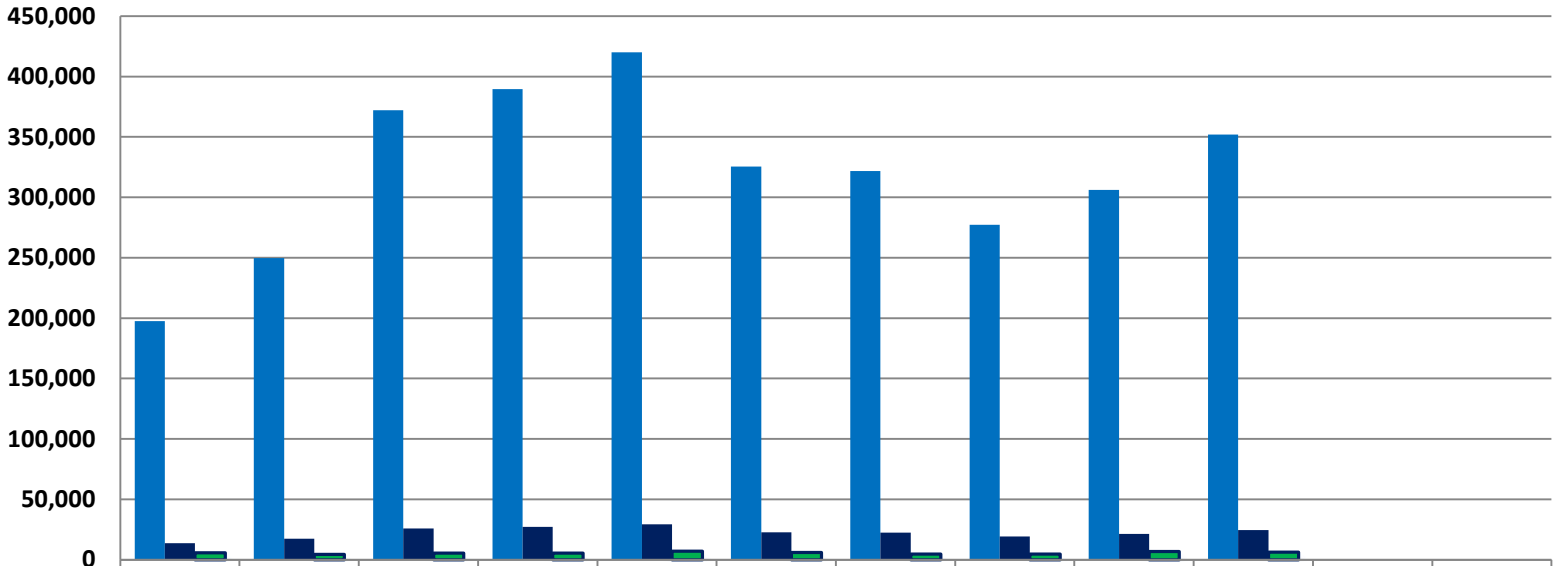
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	0	0	0	105	84	100	87	82	116	109	109	107
FY 13-14	121	130	100	118	115	87	111	136	173	175	145	128
FY 14-15	172	148	192	196	160	199	244	202	170	193	193	178
FY 15-16	274	250	281	241	222	249	217	268	309	266		

YEAR TO DATE: FY 15-16 **2577**

Monthly Demand Response & ADA Paratransit Operational Costs

The NCRTD's Finance Department provides the administrative and operating expenses in a monthly budget status report. It is important to measure the operational costs to maintain a balanced budget, as well as tracking the administrative and operating margins. This data is used in determining the cost per trip and the cost per mile. The operating budget for demand response is 6.97% of the overall operating budget. Each month's operating expenditures are calculated at 6.97% to acquire a crude demand response share. That share is then calculated to a percentage of the actual ADA trips for the month to determine a cost for paratransit. This number will be used to calculate cost per mile and cost per trip.

Monthly Demand Response & ADA Paratransit Operational Cost FY 14- 15



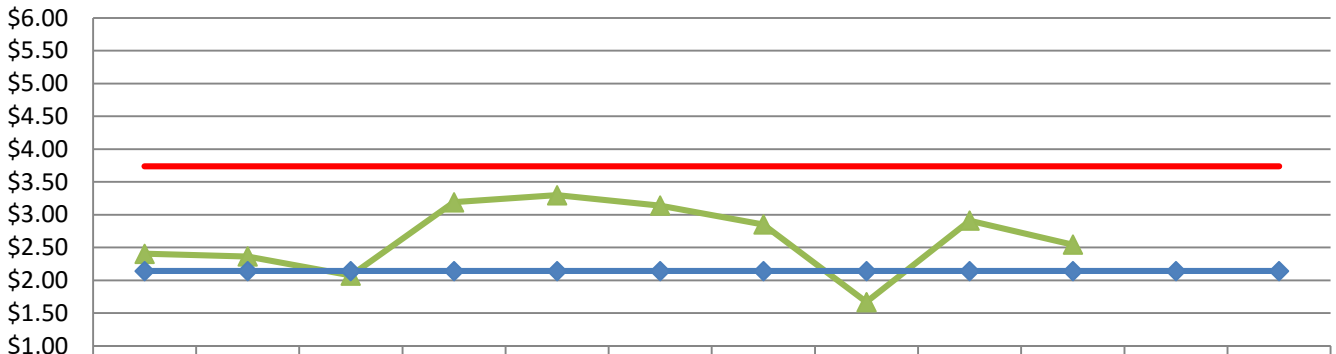
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Total Operations	$197,484	$249,820	$372,007	$389,501	$419,913	$325,386	$321,680	$277,233	$306,067	$351,926		
Demand Ops	$13,765	$17,412	$25,929	$27,148	$29,268	$22,679	$22,421	$19,323	$21,333	$24,529	$0	$0
Paratransit Cost	$5,663	$4,527	$5,445	$5,375	$6,971	$5,976	$4,740	$4,638	$6,826	$6,378	$0	$0

YEAR TO DATE: FY 15-16 **$56,539**

Paratransit Operational Cost per Vehicle Mile

The Paratransit Cost per vehicle mile is the total operating costs per month in relation to the percentage of ADA vehicle miles per month traveled . The mileage data is logged daily for each route and compiled into a monthly report. As a cost efficiency measure, operating costs per vehicle mile assesses the financial resources needed for the District's demand response paratransit route operations. This measurement is a beneficial tool for the planning and operation's departments. The NM Department of Transportation uses this as one of their performance measures in the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 and 5310 funding. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable. Data from the 2014 Rural Transit Data Fact Book with data from 2012, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.

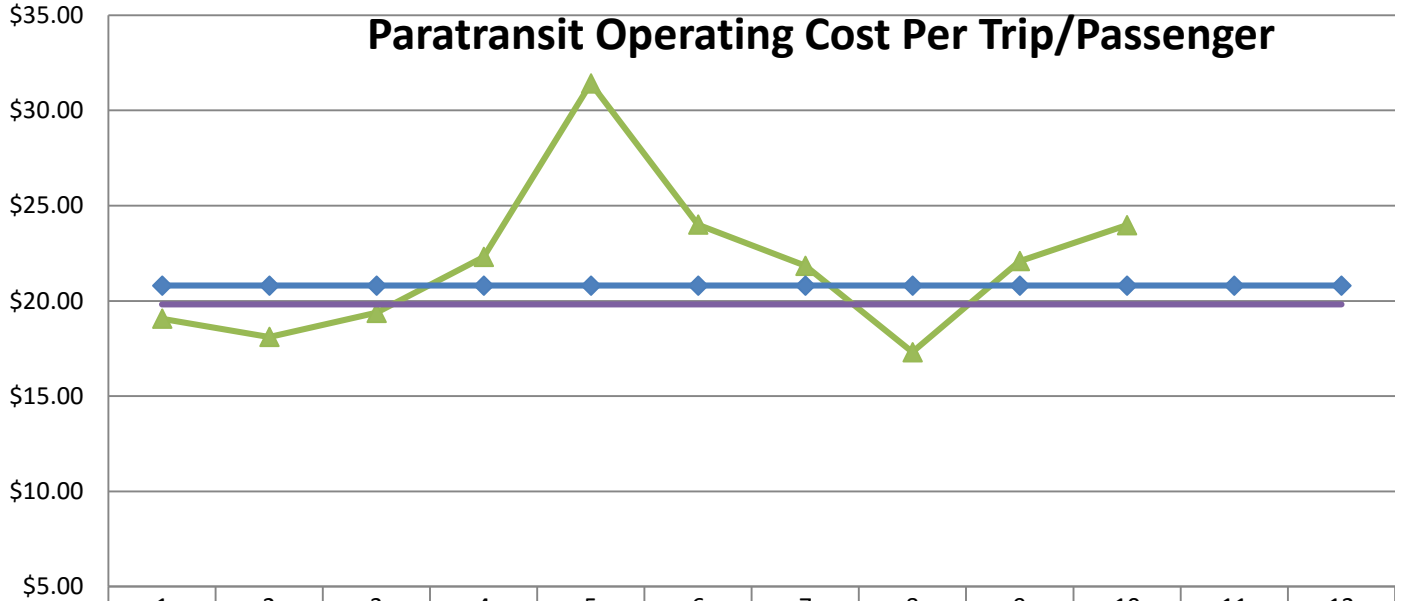
Paratransit Operating Cost Per Vehicle Mile



	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Mile	$2.40	$2.36	$2.07	$3.19	$3.30	$3.14	$2.85	$1.67	$2.91	$2.54		
Sandoval/Valencia County	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74	$3.74
Region 6 Total Cost Per Mile	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14	$2.14

Paratransit Operating Cost per Trip

The paratransit cost per trip is computed on a monthly basis by dividing the paratransit monthly operating costs from the paratransit cost (chart above), by the total monthly number of trips (ridership). NM Department of Transportation uses this as one of their performance measures to the state-wide transit guide published annually. Additionally this is used when NMDOT evaluates a transit system for the state-wide awards of 5311 and 5310 funding. This is a management tool to track our cost per trip vs. the amount of budget being spent to operate a particular route as well as collectively for all routes.. The peer comparison is Rio Metro Regional Transit District-Sandoval/Valencia County for 2014. Theirs covers a large area as does NCRTD giving a close comparable . Data from the 2014 Rural Transit Data Fact Book with data from 2012, specifically FTA's District 6 (our district) annual cost per trip is included as a benchmark.



	1	2	3	4	5	6	7	8	9	10	11	12
Monthly Cost per Trip	$19.07	$18.11	$19.38	$22.30	$31.42	$24.00	$21.84	$17.31	$22.09	$23.98		
Sandoval/Valencia County	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82	$19.82
Region 6 Total Cost Per Trip	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80	$20.80

Performance Measure – Paratransit Operations:

Cancellations, Late Cancellations and No-Shows

Cancellations, Late Cancellations and No-shows by the paratransit rider are tracked as a performance measure. A late cancellation (cancelled within 2 hours of the scheduled trip) is counted as a No-Show. When a rider has accumulated 3 No-Shows in a 30 day period, he/she may be subject to a 30 day suspension of service.

Cancellations = 27 **Late Cancellations = 10** **No-shows = 7**

On Time Performance and Trip Length tracked for scheduling and driver performance. On-Time performance is considered on-time from 10 minutes before to 20 minutes after the scheduled pickup time for the scheduled ride. This is reflected in the percentages of total trips that were early, late and on time. The performance goal for this measure is to attain 90% On-time.

Early = 14.00% **On Time = 85.67%** **Late = 0.33**

Trip length is measured to determine the average trip length riders are on the bus during their trip as the rides are shared with other rider's pick up and drop offs. This is considered acceptable when ride time is not longer than twice the time it would take to make the ride on a fixed route bus. The average trip time on comparable fixed routes is 15 minutes.

Average Trip Length Per Client = 19.61 Minutes, 7.6 Miles On Board

Performance Measure – Customer Relations:

Complaints per Month

This performance tracks monthly the number and type of complaints received by the Operations Division of the NCRTD. The complaints are received by the Operations and Maintenance Manager. These are categorize by the type of complaint, and evaluated as to the seriousness of the complaint and whether or not a course of action needs to be taken, i.e. driver reprimand, driver retraining, vehicle maintenance, etc. This measure is intended to measure the percentage of complaints versus the total ridership for the month. Driver performance can be graded and we can see if more drivers training needs to be scheduled for particular drivers. Customers also have complained about routes, stops, dispatch, bus cleanliness and other various categories.

1. Demand – Driver was driving erratic between semi's and ran the stop light by Memorial Park.
No video evidence of erratic driving, supervisor coached the driver on safe driving. The ADEPT showed the driver was 5mph under the speed limit. The driver did admit making a quick lane change to make a right turn.

FY 15-16 Number of Complaints

	Total	Scheduling Issues	Driver Performance	CSR/Dispatch	Miscellaneous*	Percent VS Ridership
July	0	0	0	0	0	0.00%
August	0	0	0	0	0	0.00%
Sept	0	0	0	0	0	0.00%
Oct	1	1	0	0	0	0.41%
Nov	0	0	0	0	0	0.00%
Dec	0	0	0	0	0	0.00%
January	2	1	1	0	0	0.92%
Feb	1	1	0	0	0	0.37%
March	0	0	0	0	0	0.00%
April	1	0	1	0	0	0.38%
May	0					
June	0					
Total	5	3	2	0	0	

Customer Incidents

This performance measure calculates the number of customer incidents reported to the Operations and Maintenance Manager on a monthly basis. Customer incidents are any serious occurrence that may have an outcome that could be potentially hazardous to the driver or other passengers. These situations could be anything such as two passengers arguing over something, or a rider threatening a driver, or a non rider harassing a driver for not being on time. It could also be a passenger falling down on the bus, or a passenger stepping in front of the bus as it pulls away from the curb to stop it to get on the bus. This data is collected by the driver writing an incident report and turning it in to the Operations and Maintenance Manager. This is intended to measure the types of situations that arise and how frequently they arise on the various routes of service provided by the NCRTD. This measurement tells us the frequency of incidents versus the number of monthly riders. We can then see if additional training needs to be implemented for the driver to avoid or control incidents that may occur on his route.

1. Demand Response – The driver was late in picking up a demand response passenger due to reading the reservation wrong. When the driver arrived to pick up the passenger, the passenger did not have the correct amount of fare money. The driver had to wait for the passenger to go inside to get the correct amount.
2. Demand Response – A passenger didn't want to pay the driver for the ride claiming she had already paid another driver. The driver told her that she needed to pay if she wanted to ride, the passenger finally paid the driver.
3. Demand Response – Four students were picked up at JHR Elementary. One of the students fell on the bus and was crying. Driver asked the passenger if he was okay, the passenger (student) just got up and exited the bus. When he was off the bus the driver heard the passenger arguing with his sister who also was a passenger on the bus. Another rider on the bus told the driver the student had tripped on his back pack when he was getting off the bus.

FY 15-16 Number of Customer Incidents

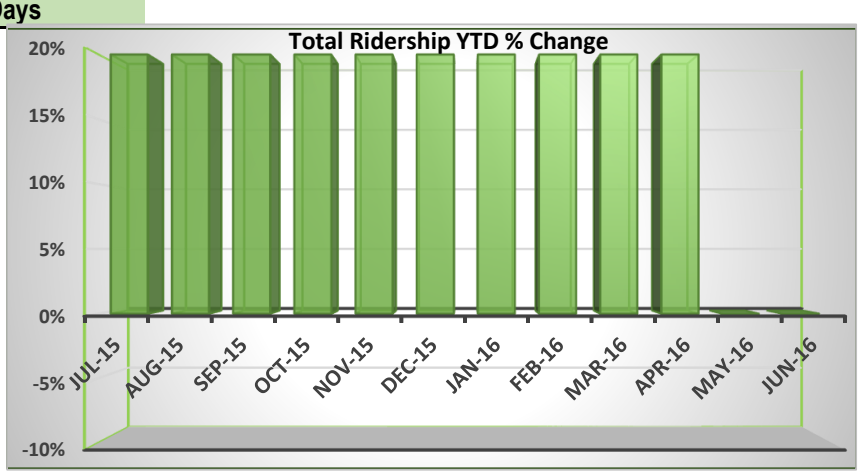
	Total	Driver-Non Rider	Rider-Rider	Driver-Rider	Rider	% of Ridership
July	2	0	0	0	2	0.67%
Aug	1	0	0	0	1	0.40%
Sept	1	0	0	1	0	0.36%
Oct	1	0	0	1	0	0.41%
Nov	1	0	0	1	0	0.45%
Dec	0	0	0	0	1	0.40%
Jan	1	0	0	1	0	0.46%
Feb	3	0	0	1	2	1.12%
March	1	0	1	0	0	0.32%
April	3	0	0	2	1	1.13%
May	0					
June	0					
Total	14	0	1	7	7	

NCRTD Monthly Ridership Summary

April 1, 2016 through April 30, 2016

Calendar Operating Days

	This Year
Jul-15	22
Aug-15	21
Sep-15	21
Oct-15	22
Nov-15	18
Dec-15	21
Jan-16	20
Feb-16	21
Mar-16	23
Apr-16	21
May-16	
Jun-16	



Monthly System Totals

	This Year	Last Year	%Change
NCRTD Operated	20,963	13,983	**49.92%**
NCRTD Funded	16,292	25,212	**-35.38%**
All Systems Funded Total	37,255	39,195	**-4.95%**

Year to Date Totals

	This Year	Last Year	Difference	%Change
NCRTD Operated	222,261	156,786	65,475	**41.76%**
NCRTD Funded	212,126	264,027	-51,901	**-19.66%**
All Systems Funded Total	434,387	420,813	13,574	**3.23%**

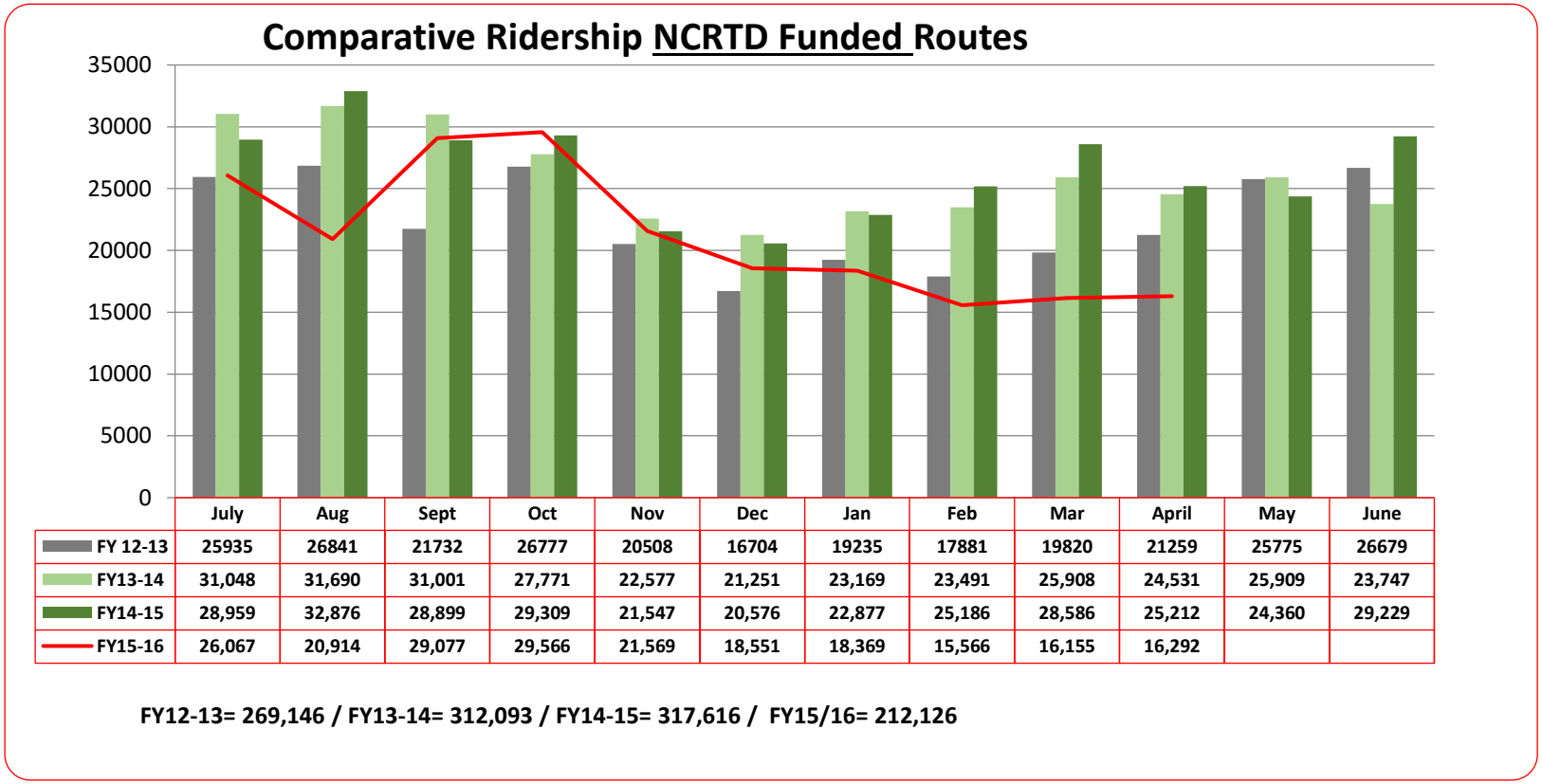
System Daily Averages

	This Year	Last Year	% Change
NCRTD Operated	998	666	**49.85%**
NCRTD Funded	776	1,201	**-35.39%**
Systems Total	1774	1867	**-4.98%**

Total Ridership YTD % Change

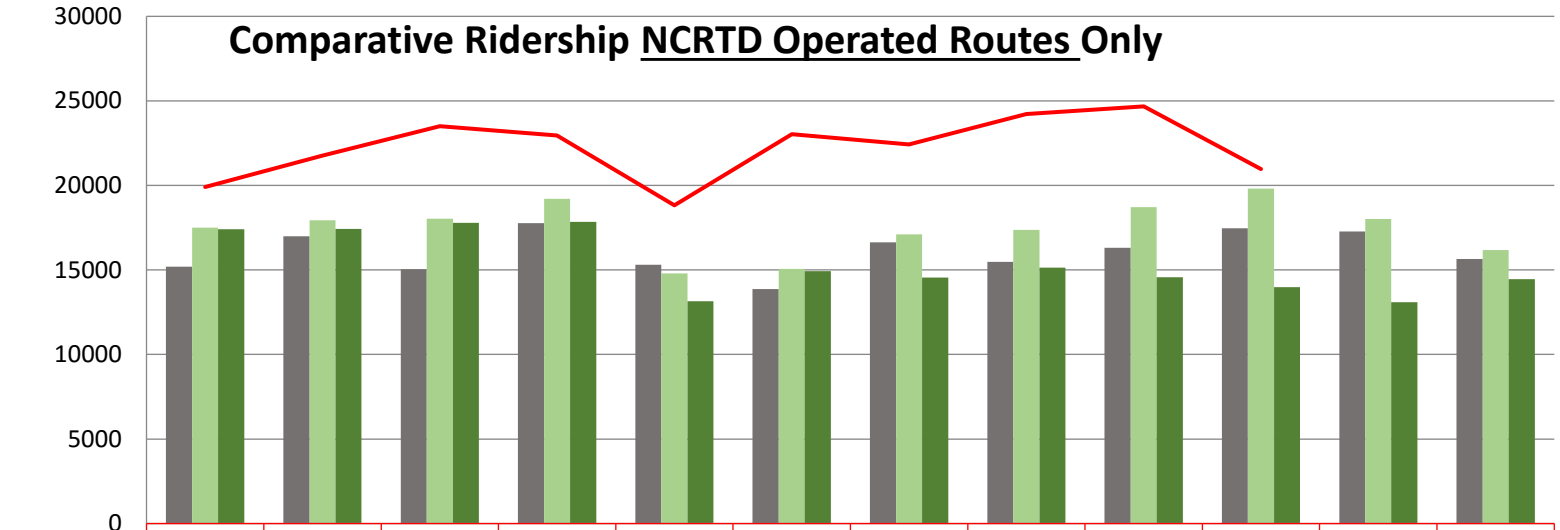
July-15	-0.83%
August-15	-8.27%
September-15	-1.48%
October-15	1.71%
November-15	3.97%
December-15	5.76%
January-16	6.17%
February-16	5.27%
March-16	4.07%
April-16	3.23%
May-16	
June-16	

Apr-2016
Ridership Report



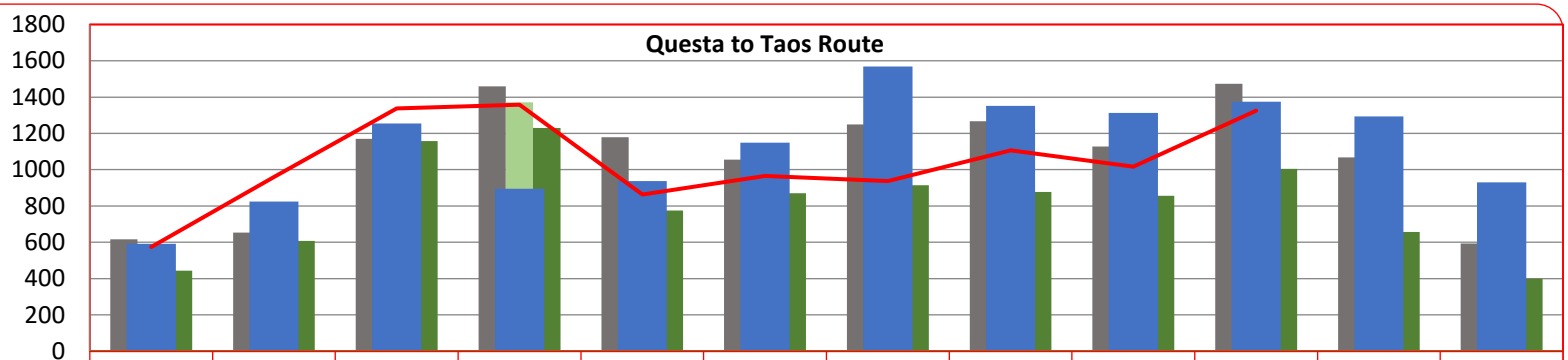
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	25935	26841	21732	26777	20508	16704	19235	17881	19820	21259	25775	26679
FY13-14	31,048	31,690	31,001	27,771	22,577	21,251	23,169	23,491	25,908	24,531	25,909	23,747
FY14-15	28,959	32,876	28,899	29,309	21,547	20,576	22,877	25,186	28,586	25,212	24,360	29,229
FY15-16	26,067	20,914	29,077	29,566	21,569	18,551	18,369	15,566	16,155	16,292		

FY12-13= 269,146 / FY13-14= 312,093 / FY14-15= 317,616 / FY15/16= 212,126



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
FY 12-13	15200	16995	15052	17760	15317	13872	16642	15471	16315	17465	17285	15653
FY13-14	17,504	17,934	18,033	19,205	14,792	15,069	17,102	17,380	18,719	19,804	18,021	16,187
FY14-15	17,415	17,419	17,781	17,843	13,155	14,933	14,545	15,134	14,578	13,983	13,087	14,447
FY15-16	19,899	21,768	23,498	22,962	18,824	23,033	22,425	24,214	24,675	20,963		

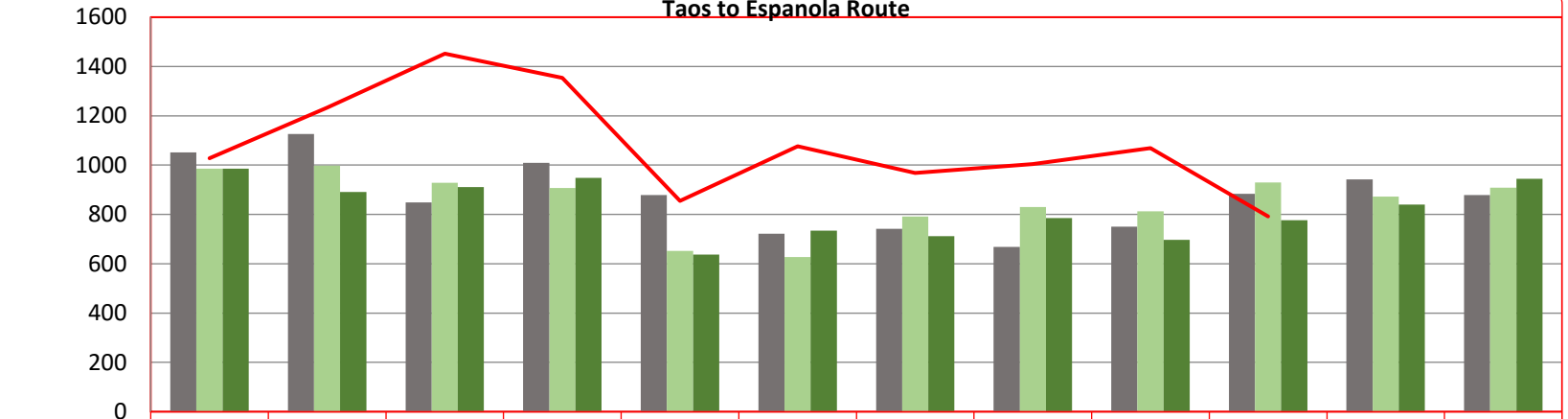
FY12-13= 193,027 / FY13-14= 209,750 / FY14/15= 184,320 / FY15/16= 222,254



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY12/13	616	654	1170	1459	1179	1056	1250	1267	1127	1474	1068	593
FY13/14	552	665	1116	1371	787	833	1125	1151	830	962	824	576
FY14/15	443	608	1158	1230	775	870	915	878	856	1004	657	400
FY10/11	591	824	1255	894	938	1149	1569	1351	1312	1375	1293	931
FY15-16	574	960	1338	1358	863	965	938	1106	1016	1325		

FY12-13= 12,913 / FY13-14= 10,792 / FY14/15= 9,794 / FY15/16= 10,443

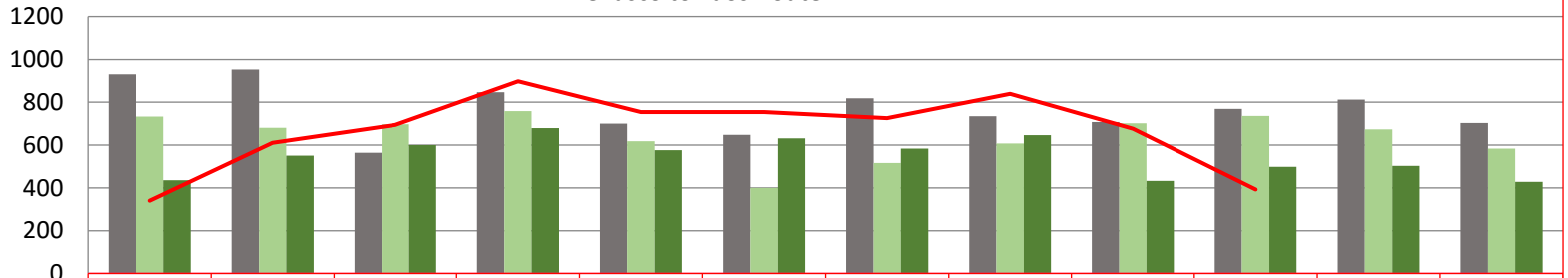
Taos to Espanola Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	1051	1126	849	1009	879	722	742	668	750	883	942	879
FY-13/14	985	998	928	907	652	627	792	830	813	930	872	909
FY14-15	986	891	911	948	637	734	712	785	697	776	840	945
FY15-16	1028	1233	1452	1354	855	1077	968	1004	1069	792		

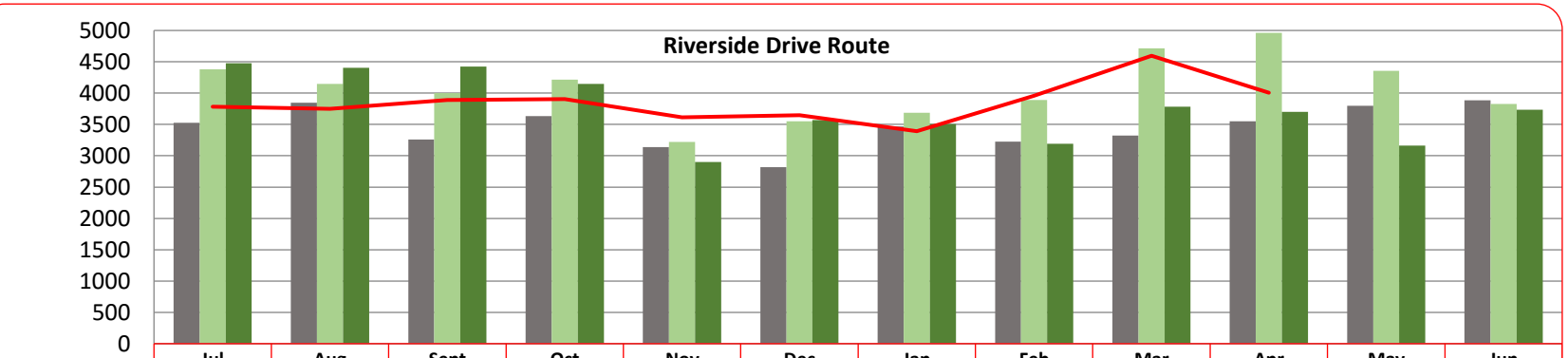
FY12-13= 10,500 / FY13-14= 10,243 / FY14/15= 9,862 / FY15/16= 10,832

Penasco to Taos Route



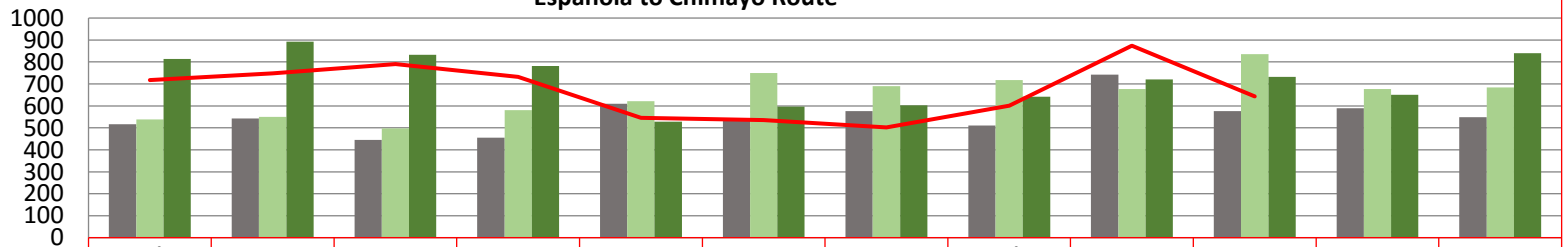
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	930	953	565	847	700	648	818	735	708	769	812	704
FY-13/14	733	681	697	759	618	400	516	608	702	736	674	583
FY14-15	436	551	600	680	576	632	583	647	432	499	503	428
FY15-16	340	611	695	898	754	754	725	839	676	392		

FY12-13= 9,189 / FY13-14= 7,707 / FY14/15= 6,567 / FY15/16= 6,684



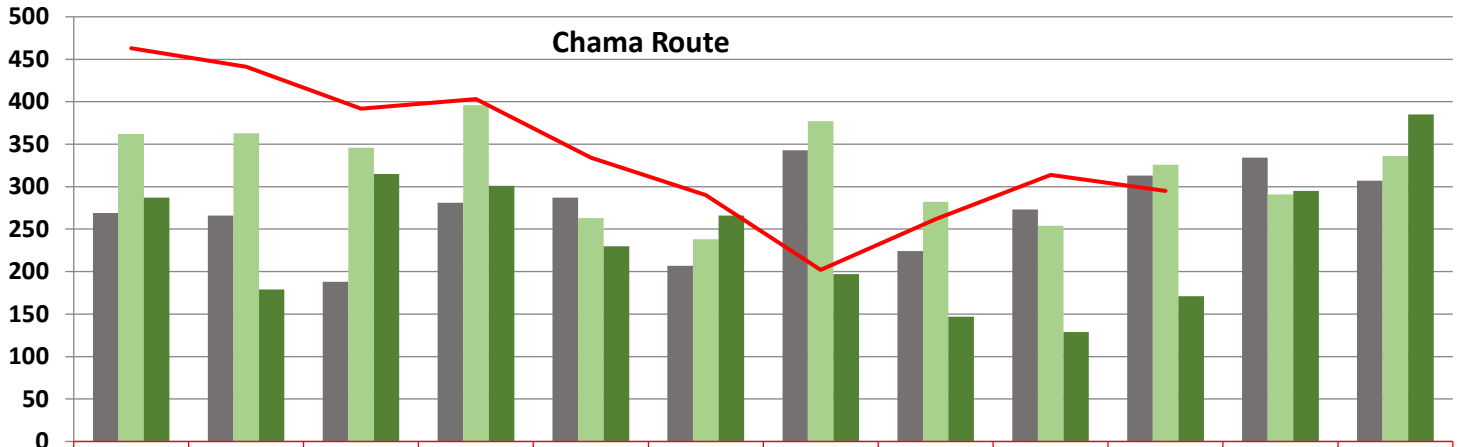
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	3526	3848	3257	3631	3139	2820	3468	3224	3324	3550	3799	3884
FY-13/14	4382	4145	4001	4213	3220	3548	3687	3890	4716	4962	4354	3825
FY14-15	4479	4405	4422	4146	2902	3572	3509	3190	3783	3700	3164	3735
FY15-16	3785	3748	3891	3902	3613	3649	3392	3957	4596	4008		

FY12-13= 41,470 / FY13-14= 48,943 / FY14/15= 45,007 / FY15/16= 38,541



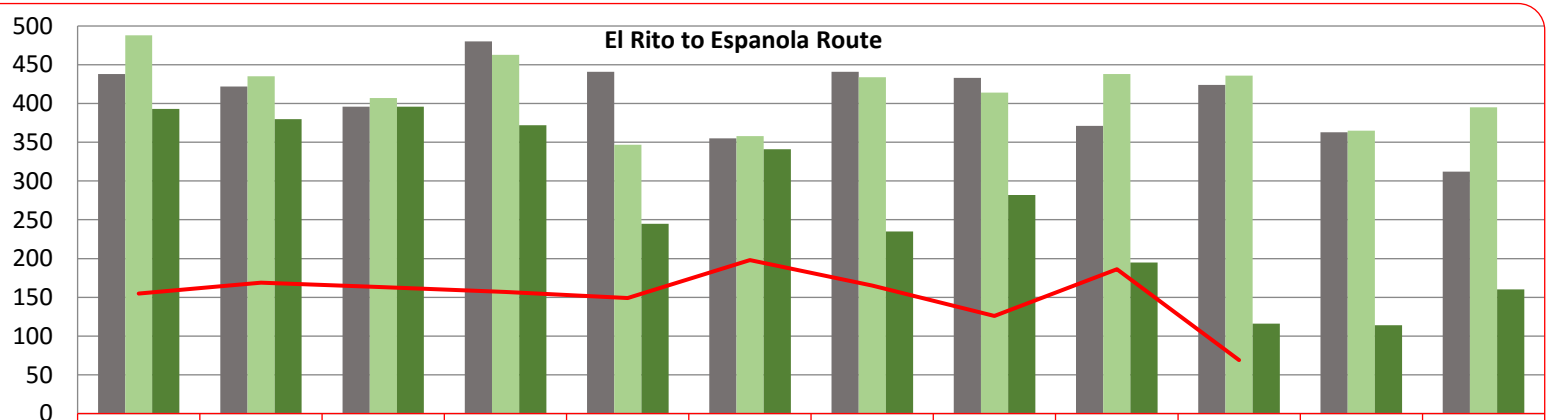
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	517	543	445	455	609	534	576	510	743	576	589	548
FY-13/14	538	550	498	580	622	750	690	718	677	835	676	684
FY14-15	814	892	833	782	528	596	603	642	720	732	651	840
FY15-16	717	748	790	732	546	535	502	601	874	643		

FY12-13= 6,645 / FY13-14= 7,818 / FY14/15= 8,633 / FY15/16= 6,688



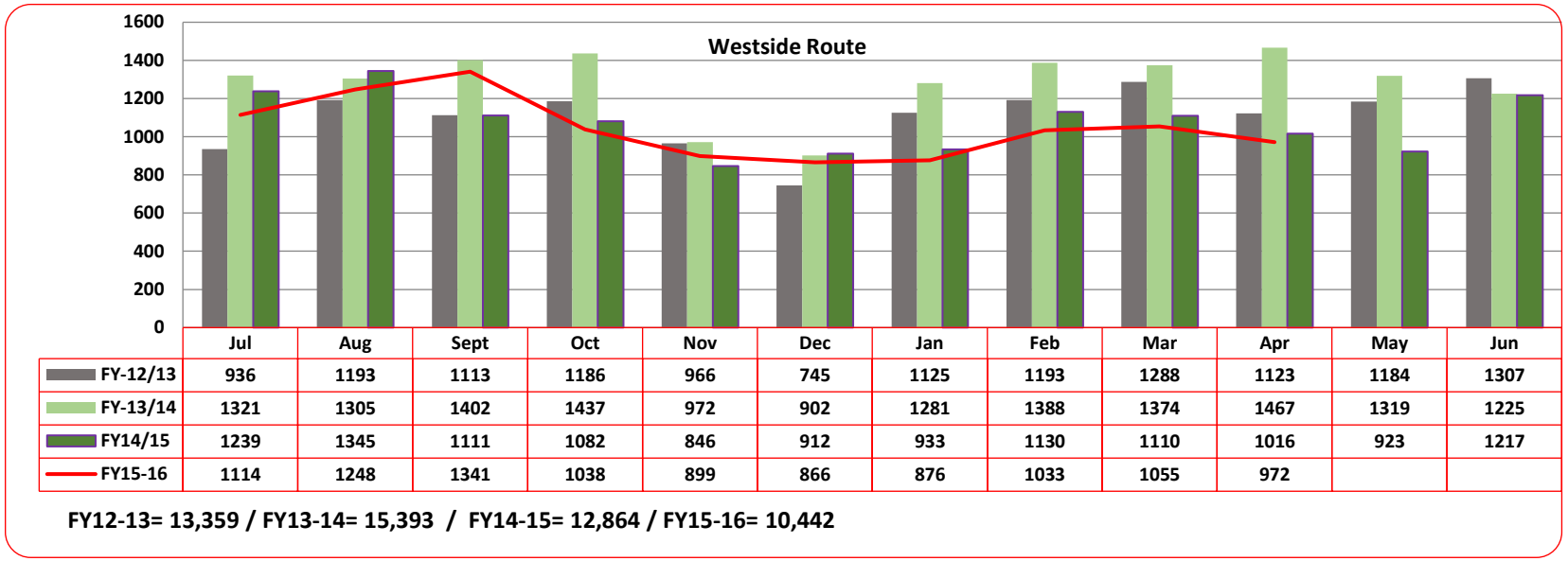
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	269	266	188	281	287	207	343	224	273	313	334	307
FY-13/14	362	363	346	396	263	238	377	282	254	326	291	336
FY-14/15	287	179	315	301	230	266	197	147	129	171	295	385
FY-15/16	463	441	392	403	334	290	202	262	314	295		

FY12-13= 3,292 / FY13-14= 3,834 / FY14/15= 2,902 / FY15/16= 3,396



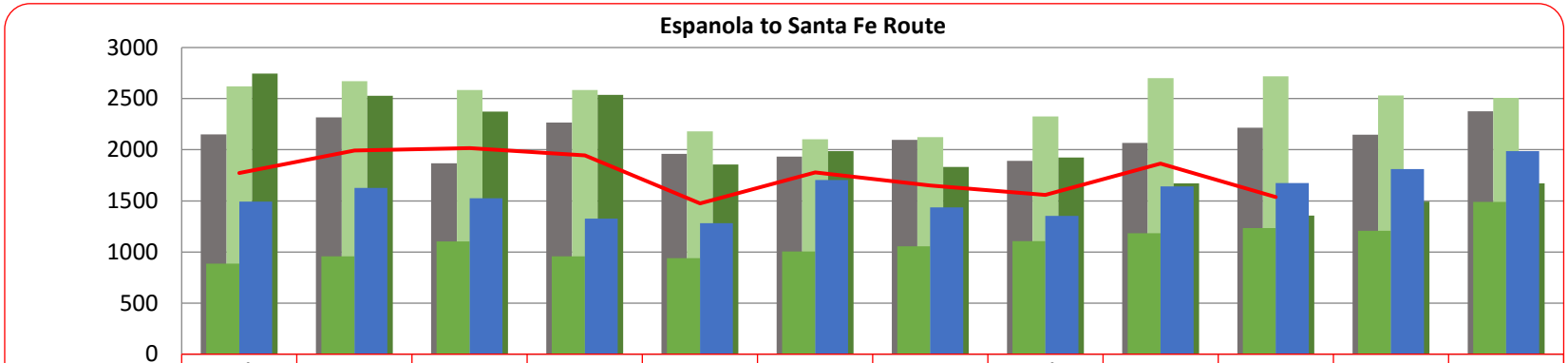
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	438	422	396	480	441	355	441	433	371	424	363	312
FY-13/14	488	435	407	463	347	358	434	414	438	436	365	395
FY14/15	393	380	396	372	245	341	235	282	195	116	114	160
FY15-16	155	169	163	157	149	198	165	126	186	69		

FY12-13= 4,876 / FY13-14= 4,980 / FY14/15= 3,229 / FY15/16= 1,537



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	936	1193	1113	1186	966	745	1125	1193	1288	1123	1184	1307
FY-13/14	1321	1305	1402	1437	972	902	1281	1388	1374	1467	1319	1225
FY14/15	1239	1345	1111	1082	846	912	933	1130	1110	1016	923	1217
FY15-16	1114	1248	1341	1038	899	866	876	1033	1055	972		

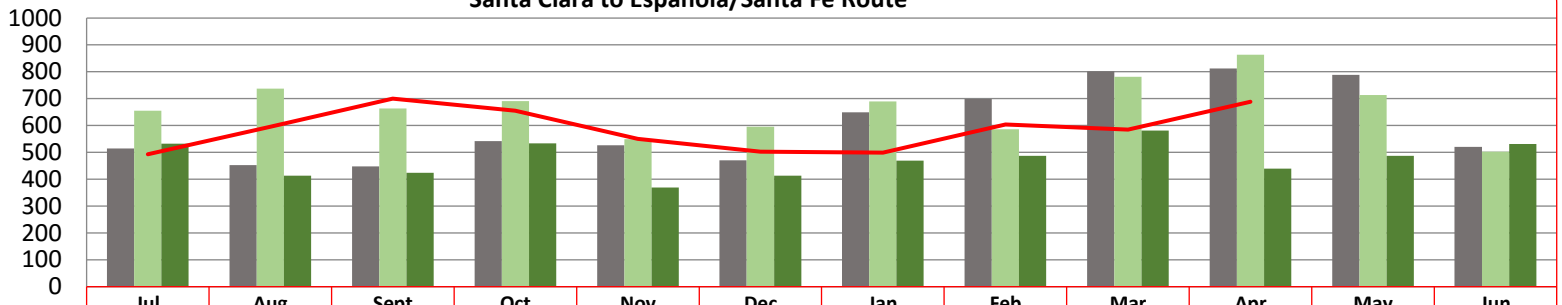
FY12-13= 13,359 / FY13-14= 15,393 / FY14-15= 12,864 / FY15-16= 10,442



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 12/13	2151	2316	1867	2265	1960	1934	2096	1890	2067	2217	2146	2377
FY 13/14	2620	2671	2583	2583	2179	2102	2123	2325	2700	2718	2531	2508
FY14/15	2744	2529	2374	2536	1855	1987	1831	1925	1670	1357	1494	1670
FY 10	886	956	1102	957	939	1005	1056	1106	1182	1235	1208	1489
FY 11	1492	1625	1526	1326	1280	1705	1435	1352	1641	1674	1812	1986
FY15-16	1771	1993	2016	1945	1475	1777	1651	1557	1863	1537		

FY12-13= 25,286 / FY13-14= 29,643 / FY14-15= 23,972 / FY15-16= 17,585

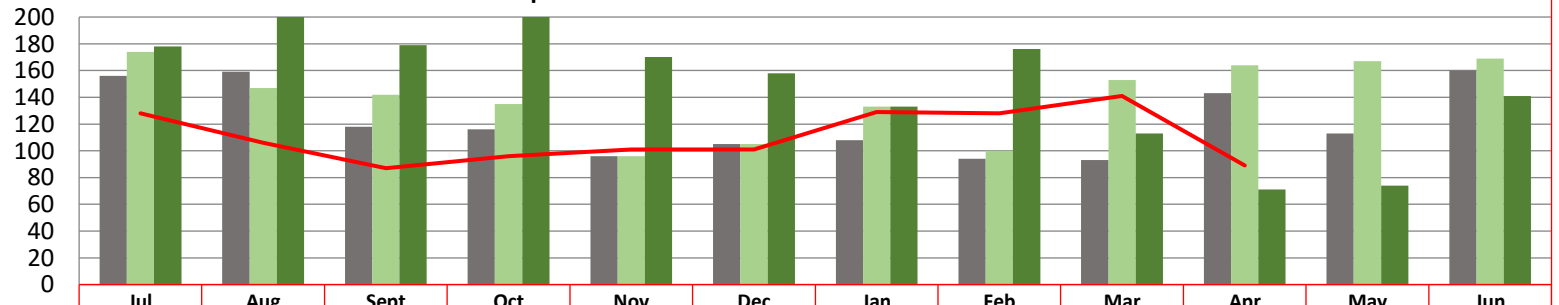
Santa Clara to Espanola/Santa Fe Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	515	452	448	542	527	470	649	699	802	812	789	520
FY-13/14	655	737	663	691	549	596	690	586	781	864	713	502
FY14/15	532	413	424	534	369	413	469	487	581	440	487	531
FY15-16	493	596	700	655	550	502	499	604	585	689		

FY12-13 =7,225 /FY13-14= 8,027 / FY14-15= 5,680 / FY15-16= 5,873

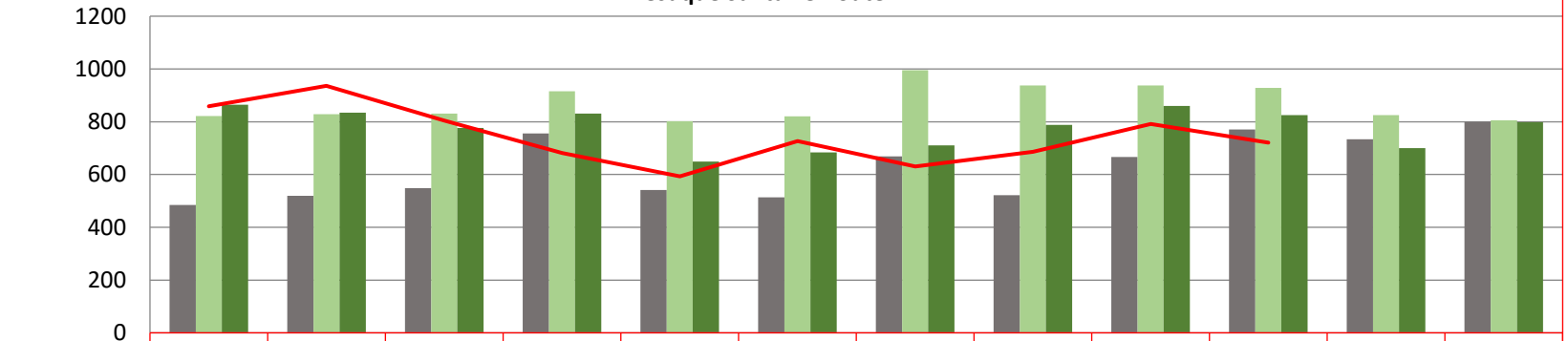
Espanola to Los Alamos Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	156	159	118	116	96	105	108	94	93	143	113	160
FY-13/14	174	147	142	135	96	105	133	100	153	164	167	169
FY-14/15	178	217	179	210	170	158	133	176	113	71	74	141
FY-15/16	128	106	87	96	101	101	129	128	141	89		

FY12-13 = 1,461 / FY13-14= 1,685 / FY14-15= 1,820 / FY15-16= 1,106

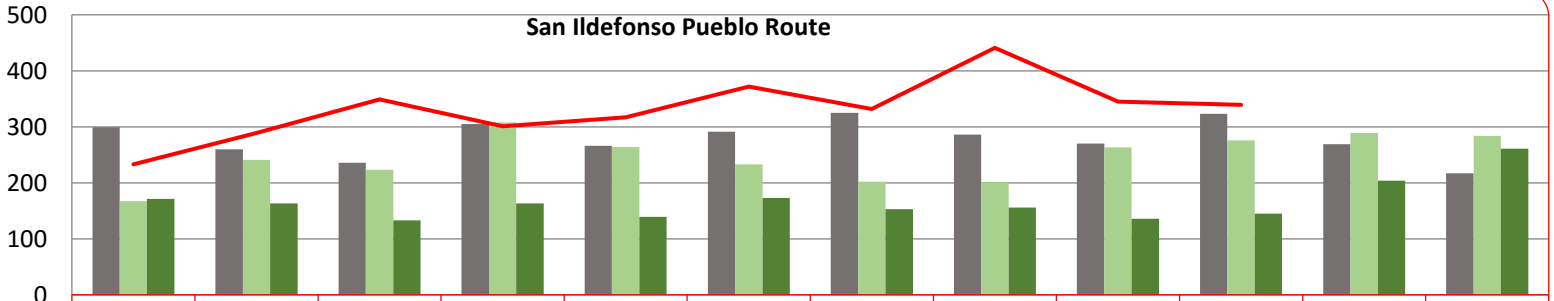
Tesuque Santa Fe Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	485	519	548	756	541	513	669	522	666	771	734	800
FY-13/14	822	829	831	916	802	820	995	937	938	928	825	805
FY14/15	865	834	777	831	649	684	711	788	860	825	700	798
FY15-16	859	936	804	682	593	727	630	686	791	721		

FY12-13 = 7,524 / FY13-14= 10,448 / FY14-15= 9,322 FY15-16= 7,429

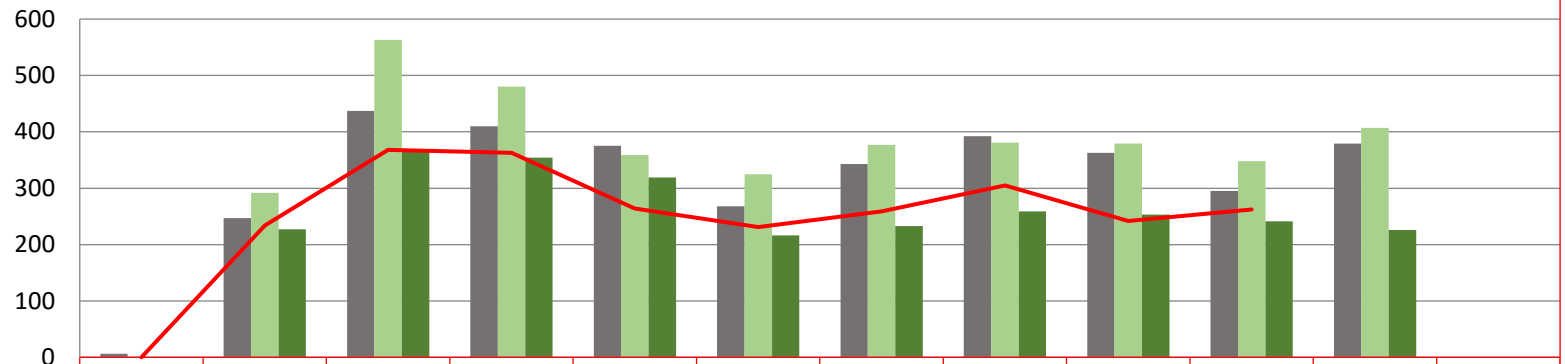
San Ildefonso Pueblo Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	299	260	236	305	266	291	325	286	270	323	269	217
FY-13/14	167	241	223	308	264	233	202	201	263	276	289	284
FY14/15	171	163	133	163	139	173	153	156	136	145	204	261
FY15-16	233	289	349	301	317	372	332	441	345	339		

FY12-13= 3,347/ FY13-14= 2,951 / FY14-15= 1,997 / FY15-16= 3,318

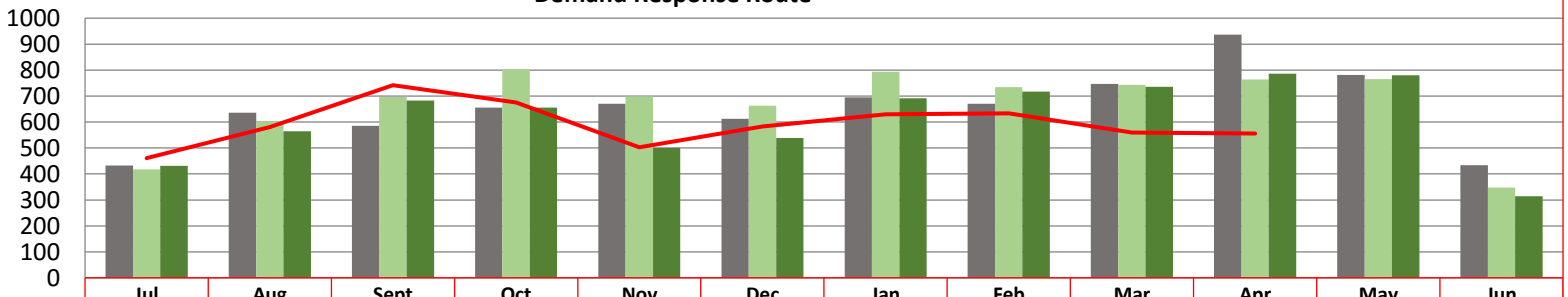
Demand Response Pojoaque Students



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	6	247	437	410	375	268	343	392	363	295	379	0
FY-13/14	0	292	563	480	359	325	377	381	379	348	407	0
FY14/15	0	227	367	354	319	216	233	259	253	241	226	0
FY15-16	0	234	368	363	264	231	259	305	242	262		

FY12-13= 3,515 / FY13-14 = 3,911 / FY14-15= 2,695 / FY15-16= 2,528

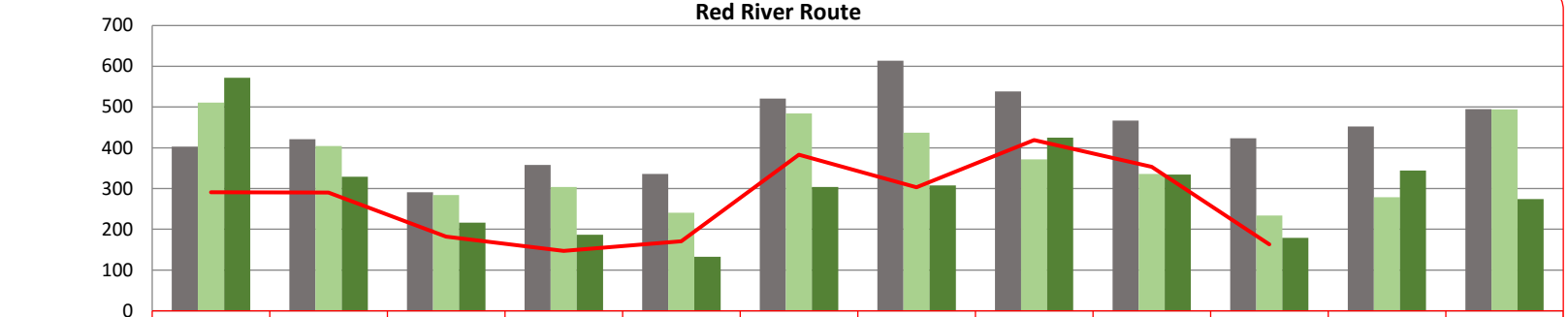
Demand Response Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	432	636	586	656	670	613	695	671	747	937	782	434
FY-13/14	418	603	696	802	699	663	794	734	743	764	766	348
FY14/15	431	565	683	656	500	538	691	717	736	786	780	314
FY15-16	461	581	742	675	503	583	630	633	560	556		

FY12-13= 7,859 / FY13-14= 8,030 / FY14-15= 7,397 / FY15-16= 5,924

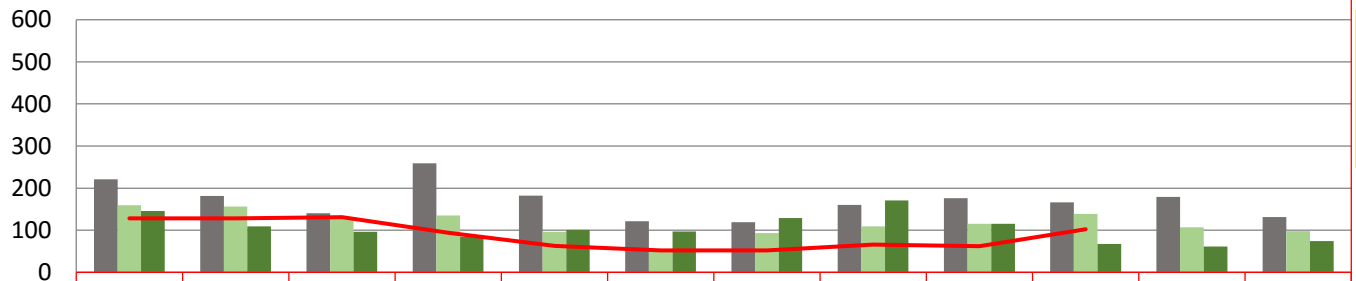
Red River Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	403	421	291	358	336	521	614	538	467	423	452	495
FY-13/14	511	404	284	304	241	484	437	372	336	234	279	494
FY14/15	572	329	216	187	133	304	308	425	334	179	344	274
FY15-16	291	290	182	147	171	383	303	419	353	163		

FY12-13= 5,319 / FY13-14= 4,380 / FY14-15= 3,605 / FY15-16= 2,702

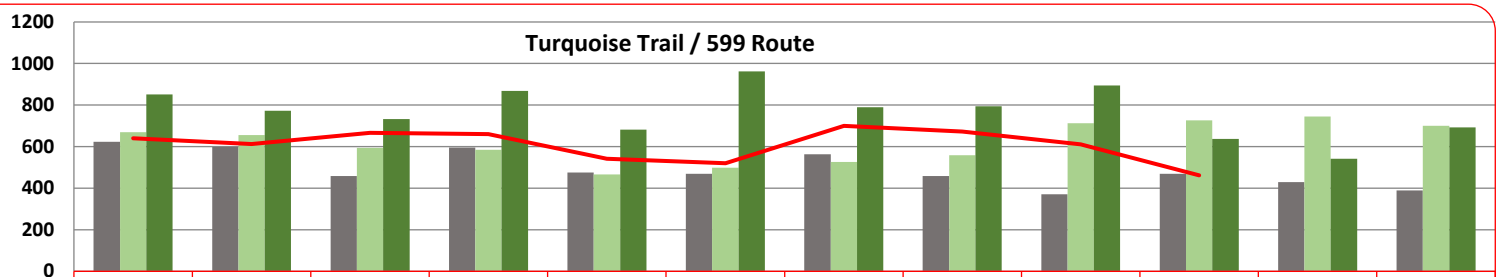
Pojoaque/Nambe Dial-A-Ride Route



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	221	181	140	259	182	121	119	160	176	166	179	131
FY-13/14	159	156	128	135	96	54	93	109	115	139	107	98
FY14/15	146	109	96	85	101	97	129	171	115	67	61	74
FY15-16	128	128	131	94	63	52	52	66	62	102		

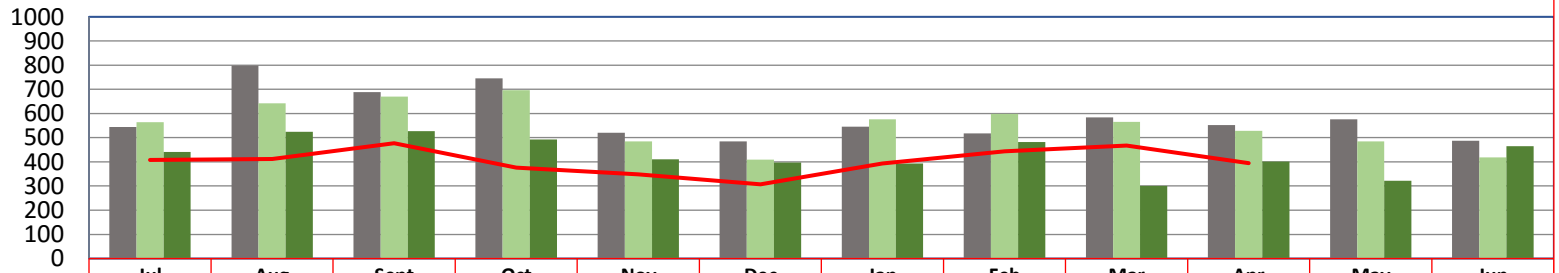
FY12-13= 2,035 / FY13-14= 1,389 / FY 14-15= 1,251 / FY15-16= 878

Pojoaque Route has been changed to Pojoaque Dial A Ride effective 03/16/2015.



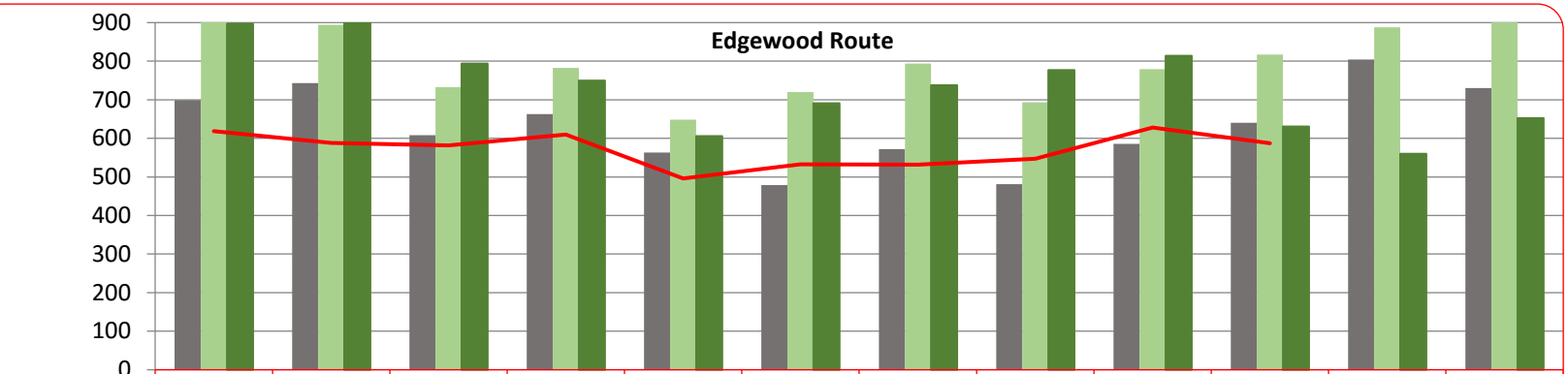
	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	623	598	458	596	475	470	563	458	371	469	429	389
FY-13/14	669	655	594	585	467	498	526	559	713	727	745	700
FY14/15	852	773	733	869	682	962	789	795	894	638	541	692
FY15-16	641	613	666	660	542	520	700	673	611	462		

FY12-13= 5,899 / FY13-14= 7,438 / FY14-15= 9,220 / FY15-16= 6,088



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	544	799	689	745	521	484	546	518	584	552	576	487
FY-13/14	564	642	670	697	485	409	576	598	565	528	484	418
FY14/15	441	524	527	492	410	397	393	482	300	401	322	465
FY15-16	408	412	477	376	348	307	393	443	468	394		

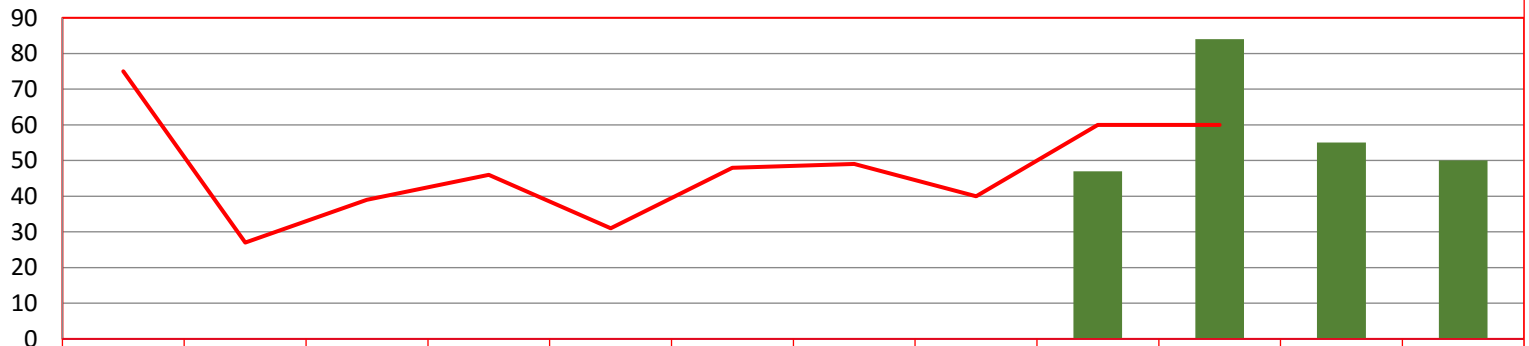
FY12-13= 7,045 / FY13-14= 6,636 / FY14-15= 5,154 / FY15-16= 4,026



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	699	743	608	663	563	479	572	481	586	640	804	730
FY-13/14	933	894	733	783	648	720	794	693	779	817	888	930
FY14/15	897	912	794	750	606	691	738	777	814	631	560	652
FY15-16	619	588	582	610	496	533	532	547	628	587		

FY12-13= 7,568 / FY13-14= 9,612 / FY14-15= 8,822 / FY15-16= 5,722

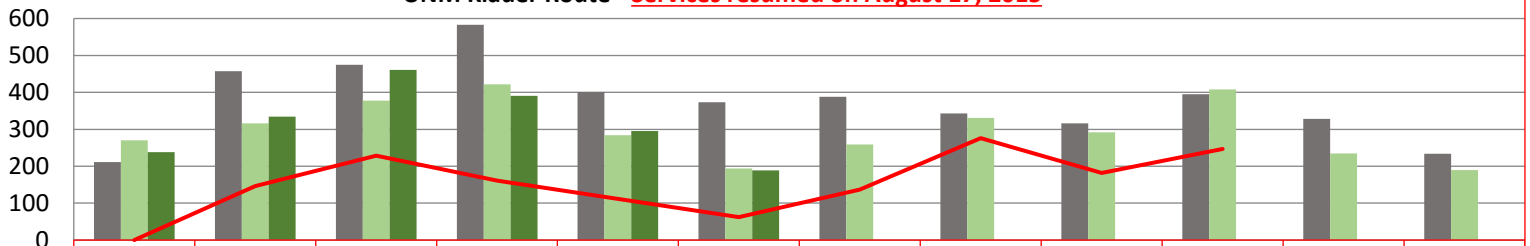
Tres Piedras - Services began on March 18, 2015



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY14-15	0	0	0	0	0	0	0	0	47	84	55	50
FY15-16	75	27	39	46	31	48	49	40	60	60		

FY14/15= 236 FY15/16= 475

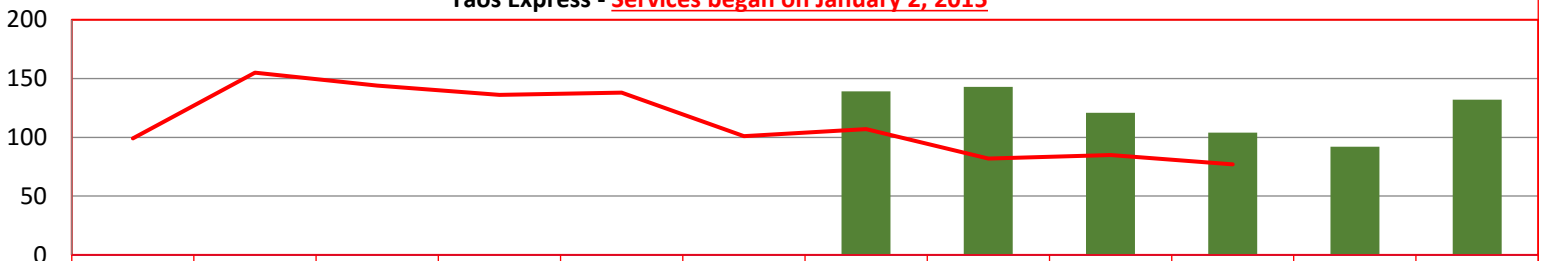
UNM Klauer Route - Services resumed on August 17, 2015



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	211	457	475	583	401	373	388	343	316	395	328	234
FY-13/14	270	316	378	422	284	194	259	331	292	408	235	190
FY-14/15	238	334	461	391	295	189	0	0	0	0	0	0
FY 15/16	0	146	229	161	112	62	137	276	182	247		

FY12-13= 4,504 / FY13-14= 3,579 / FY14/15= 1,908 FY15/16= 1,552

Taos Express - Services began on January 2, 2015



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY14/15	0	0	0	0	0	0	139	143	121	104	92	132
FY15-16	99	155	144	136	138	101	107	82	85	77		

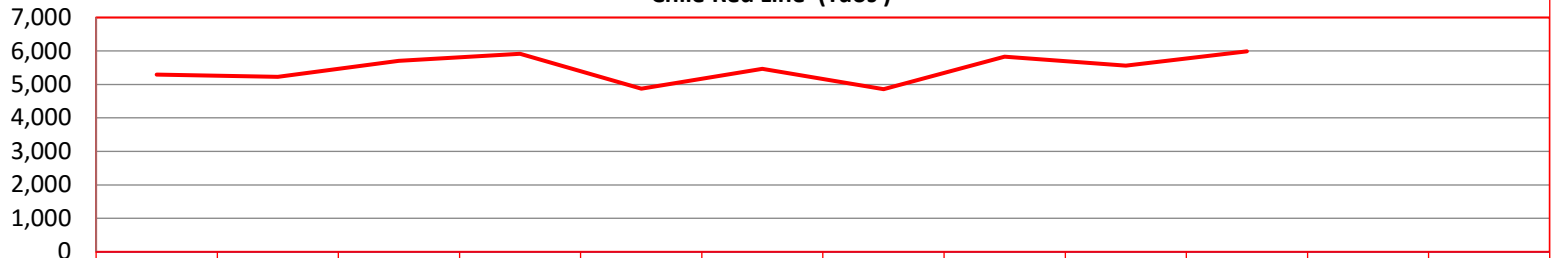
FY14/15= 731 FY15/16= 1,124

Special Events

	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY14-15	0	0	0	0	0	0	0	0	0	0	0	105
FY15-16												

FY14/15= 105 FY15/16=

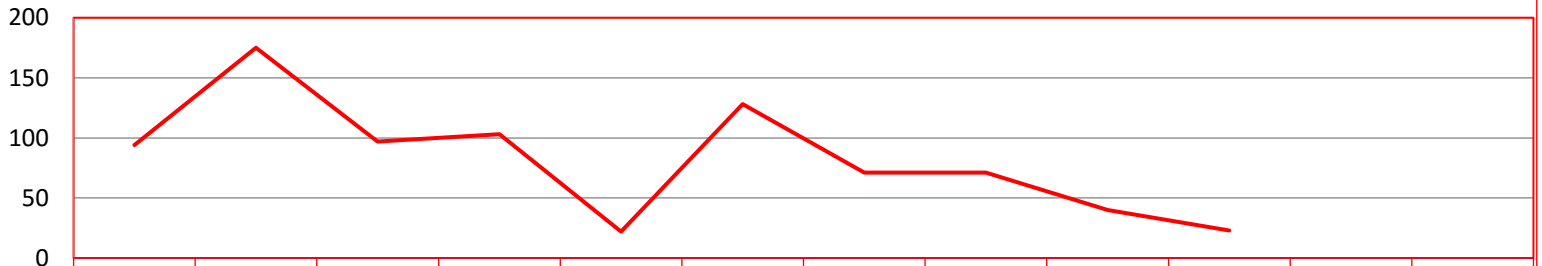
Chile Red Line (Taos)



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY15-16	5,297	5,231	5,706	5,916	4,871	5,471	4,859	5,832	5,565	5,989		

FY15/16= 54,737

Deadhead



	July	August	September	October	November	December	January	February	March	April	May	June
FY15/16	94	175	97	103	22	128	71	71	40	23		

FY15/16= 824

Chile RIDE - ADA (Taos)

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY15/16	110	94	94	87	102	90	81	99	93	94		

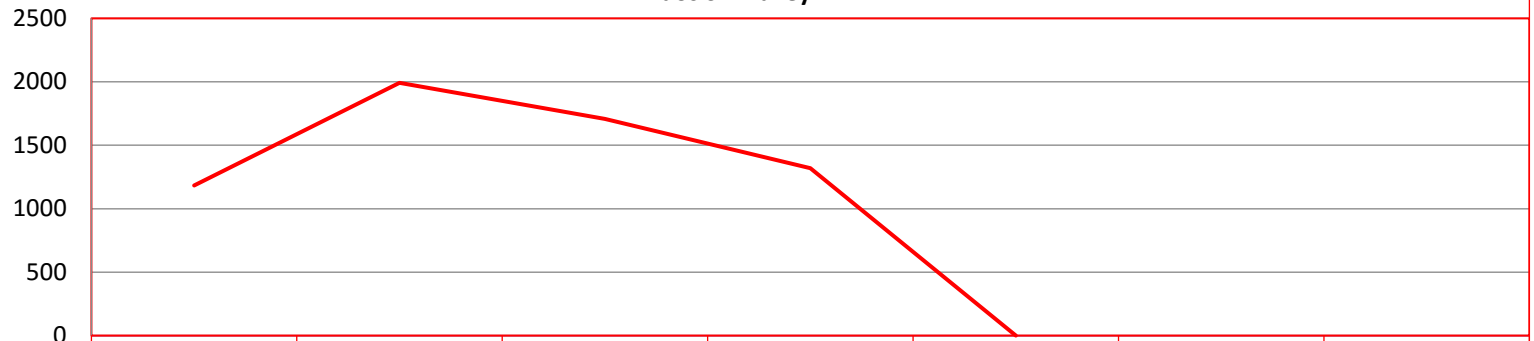
FY15/16= 944

Mountain Trial

	July	August	September	October	November	December	January	February	March	April	May	June
FY15/16	0	0	23	67	112	1529	1251	677	889	49		

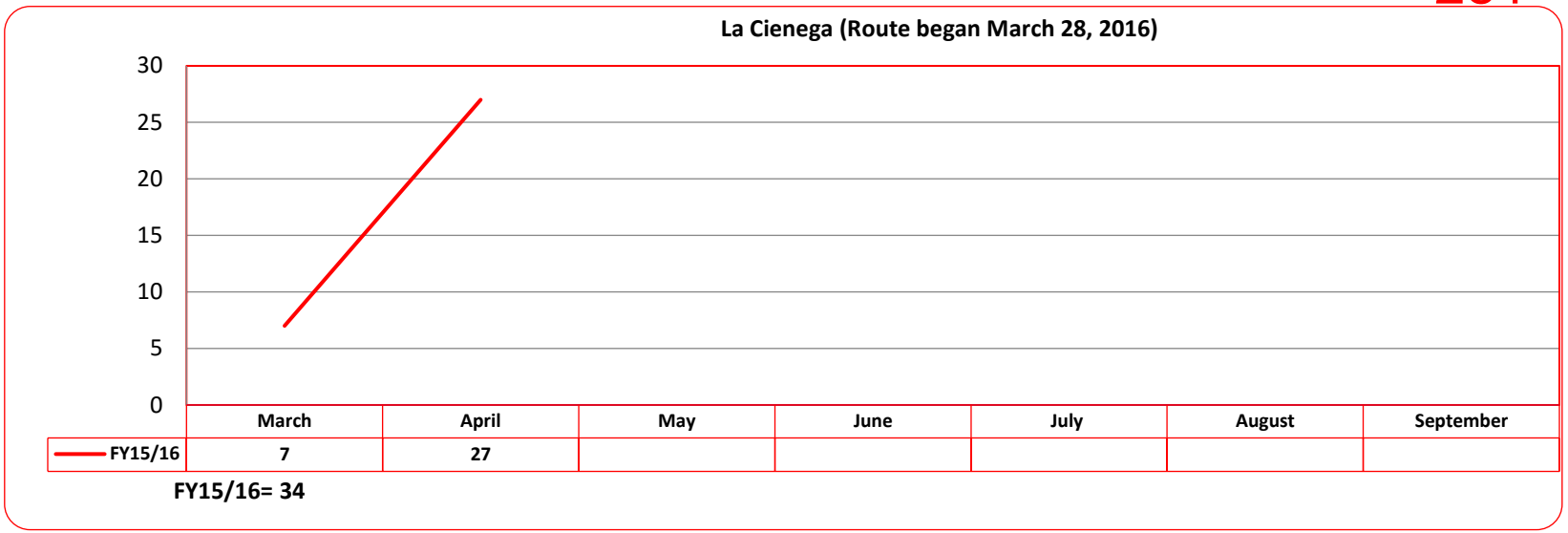
FY15/16= 4,597

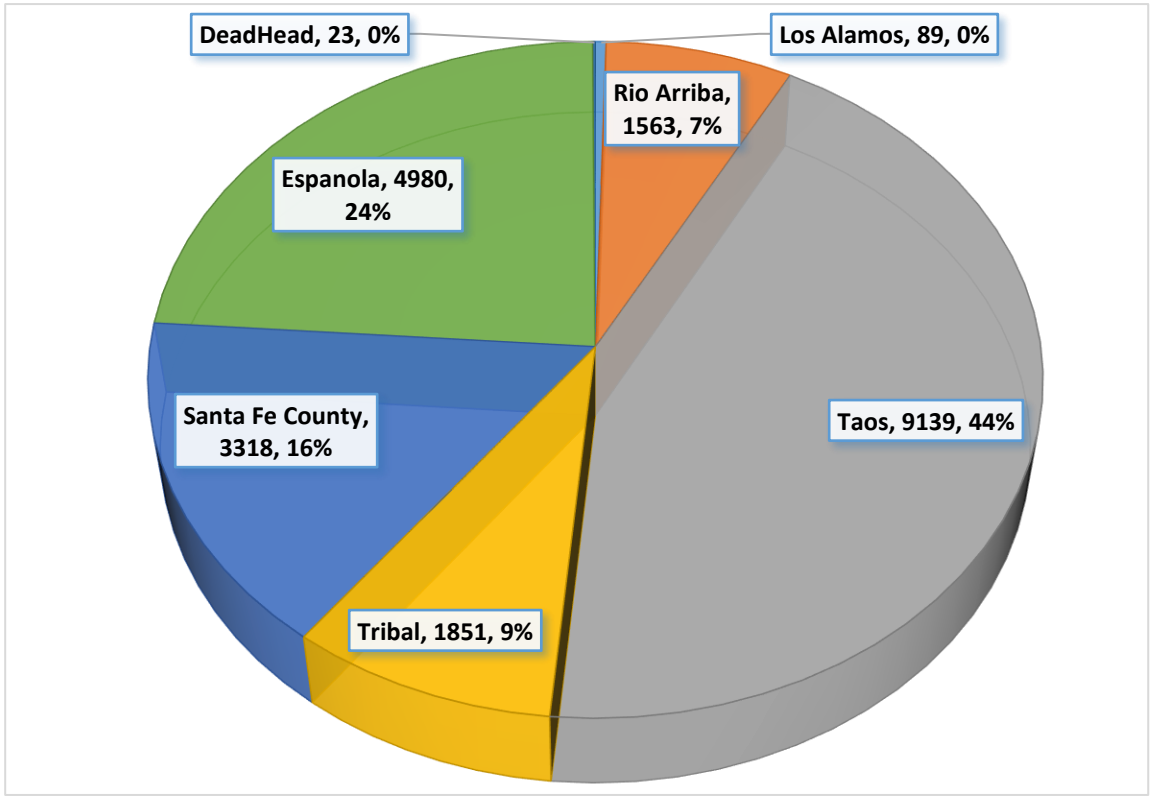
Taos Ski Valley



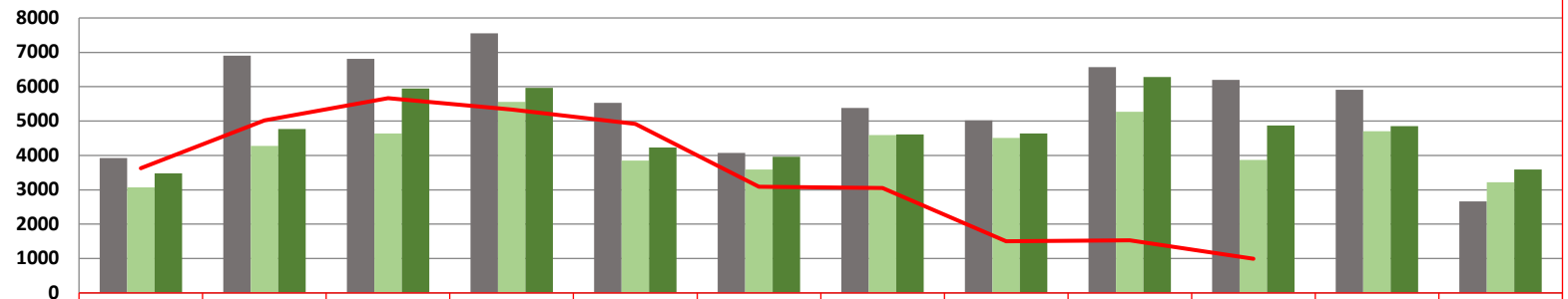
	December	January	February	March	April	May	June
FY15/16	1182	1992	1707	1319	0		

FY15/16= 6,200


La Cienega (Route began March 28, 2016)
30
25
20
15
10
5
0
March
April
May
June
July
August
September
FY15/16
7
27
FY15/16= 34


DeadHead, 23, 0%
Los Alamos, 89, 0%
Rio Arriba, 1563, 7%
Espanola, 4980, 24%
Santa Fe County, 3318, 16%
Taos, 9139, 44%
Tribal, 1851, 9%

Los Alamos Enhanced

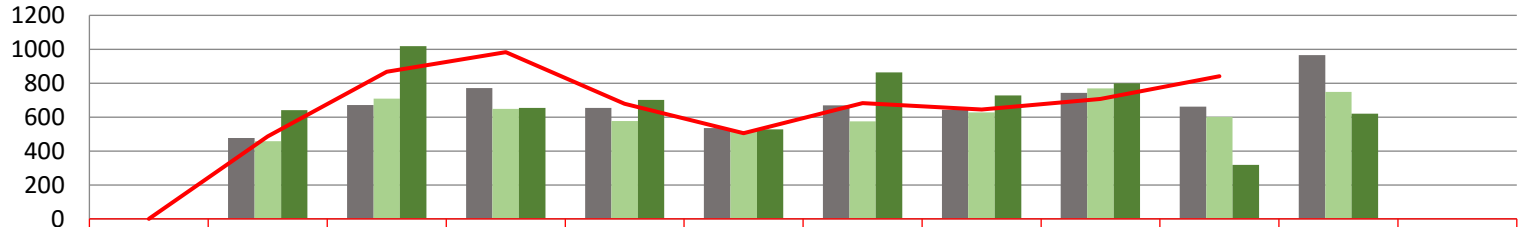


	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	3920	6907	6809	7549	5529	4072	5381	5021	6572	6196	5908	2659
FY-13/14	3075	4278	4637	5556	3851	3588	4592	4508	5273	3869	4705	3216
FY14/15	3481	4772	5945	5965	4231	3965	4614	4635	6284	4868	4852	3592
FY15-16	3629	5016	5666	5335	4919	3091	3053	1507	1531	994		

FY12-13= 66,523 / FY13-14= 51,148 / FY14-15= 57,204 / FY15-16= 34,741

Los Alamos Route 11 formerly route 10

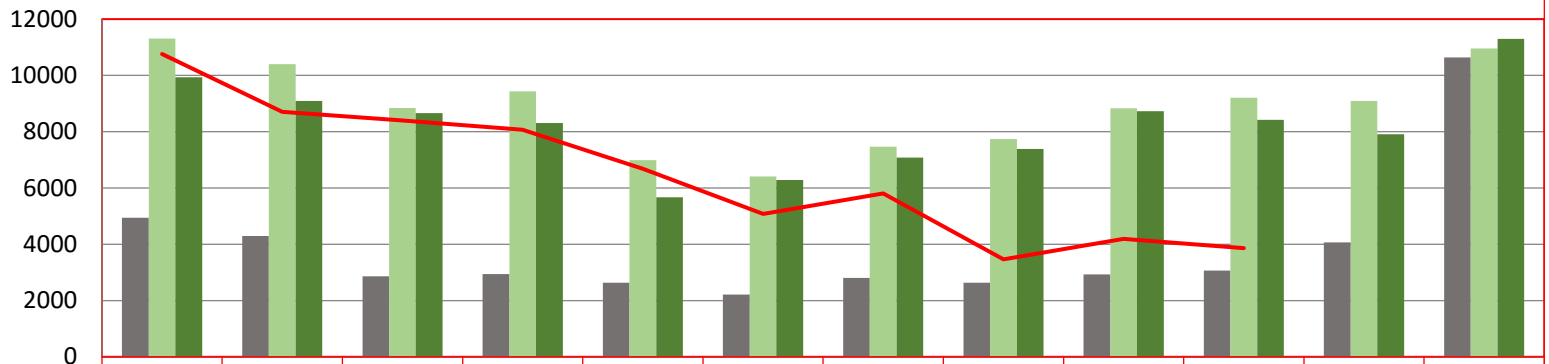
June-Route 10 didn't run due to fire



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	0	477	672	771	655	536	669	642	742	662	966	0
FY-13/14	0	458	709	649	576	517	575	627	770	601	748	0
FY14/15	0	641	1019	655	701	527	864	727	799	319	621	0
FY15-16	0	487	868	983	679	505	682	645	708	842		

FY12-13= 6,792 / FY 13-14= 6,230 / FY14-15 = 6,873 / FY15-16= 6,399

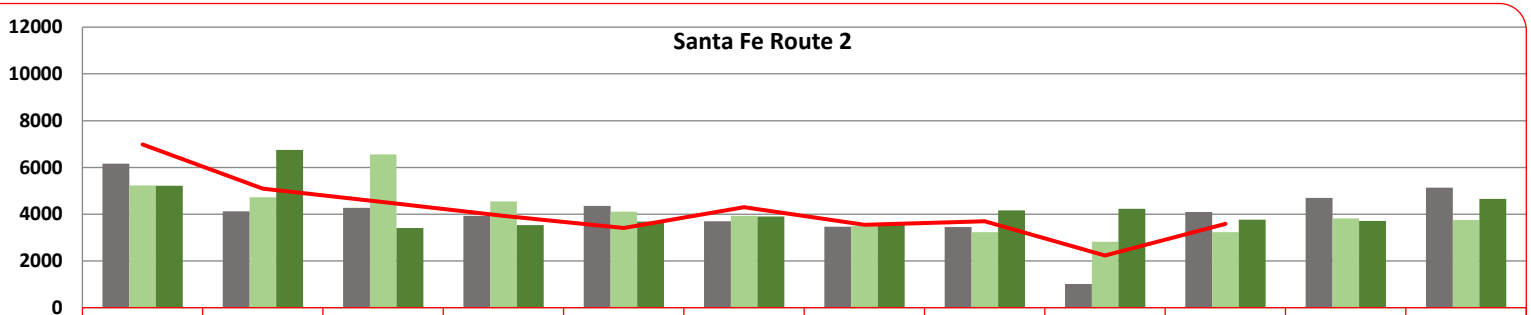
Los Alamos Route 2



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	4936	4294	2859	2937	2628	2217	2808	2630	2924	3068	4068	10639
FY-13/14	11310	10405	8837	9433	6994	6408	7464	7736	8834	9206	9092	10952
FY14/15	9937	9092	8663	8308	5673	6280	7083	7387	8733	8418	7908	11297
FY15-16	10760	8705	8395	8069	6685	5080	5801	3463	4188	3865		

FY12-13= 46,008 / FY13-14= 106,671 / FY14-15= 98,779 / FY15-16= 65,011

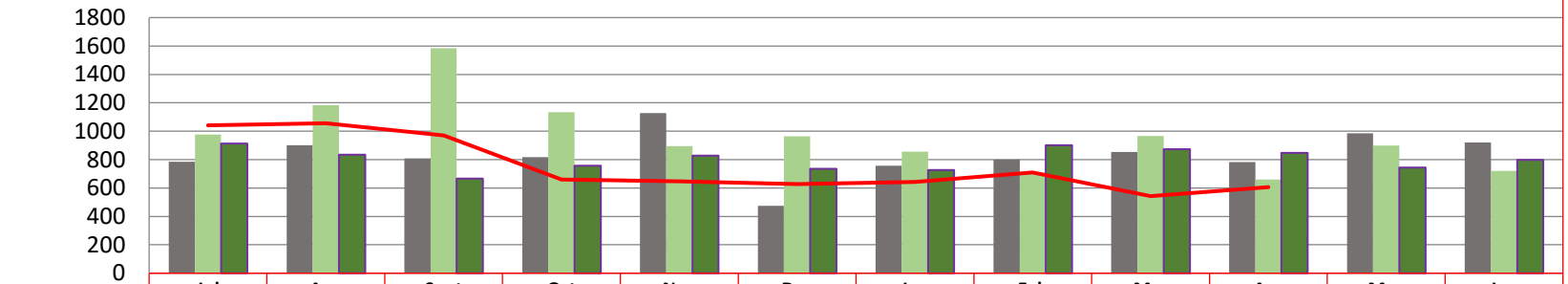
Santa Fe Route 2



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	6160	4116	4276	3929	4348	3700	3457	3447	1016	4094	4700	5139
FY-13/14	5224	4716	6556	4539	4099	3934	3483	3229	2824	3224	3822	3743
FY-14/15	5218	6743	3404	3534	3685	3902	3615	4163	4224	3760	3711	4647
FY - 15/16	6982	5089	4519	3928	3406	4299	3543	3693	2230	3590		

FY12-13= 48,382 / FY13-14= 49,393 / FY14-15= 50,606 / FY15-16= 41,279

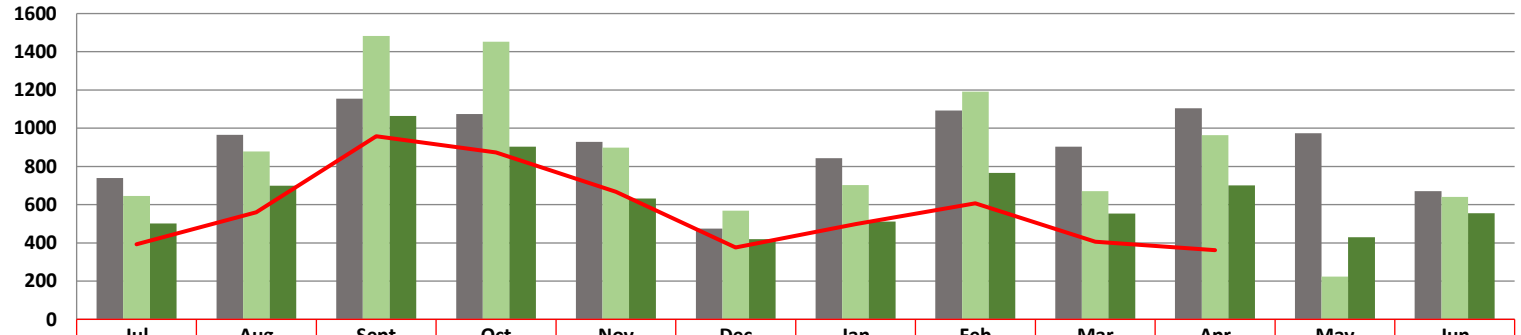
Santa Fe Route 4



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	785	902	808	818	1128	475	757	801	854	782	985	920
FY-13/14	976	1183	1585	1135	894	963	855	707	967	659	899	720
FY14/15	913	835	667	756	829	736	726	902	873	848	743	798
FY15-16	1041	1056	970	659	648	627	643	710	543	606		

FY12-13= 10,015 / FY13-14= 11,543 / FY14-15= 9,626 / FY15-16= 7,503

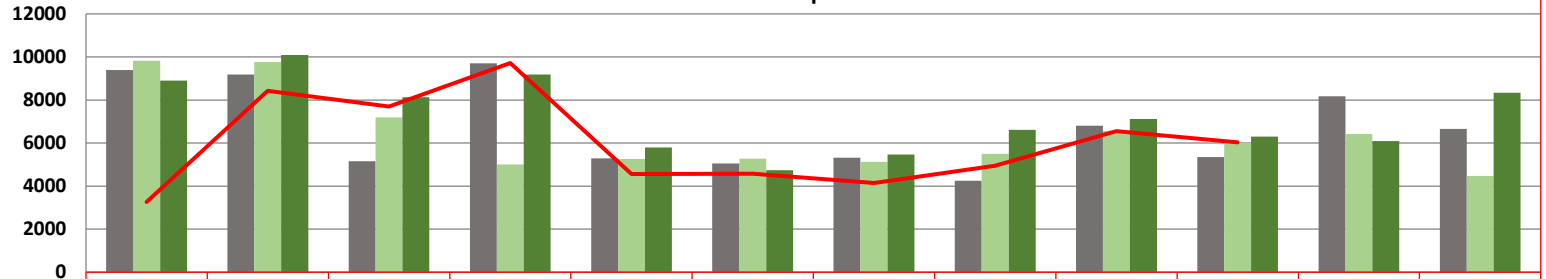
Santa Fe Route 22



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY-12/13	739	965	1155	1074	928	475	844	1092	904	1105	973	671
FY-13/14	645	879	1483	1453	899	568	703	1191	670	963	223	641
FY14/15	502	699	1065	904	633	420	511	766	553	701	429	556
FY15-16	392	561	958	874	667	376	498	607	406	362		

FY12-13= 10,925 / FY13-14= 10,318 / FY14-15= 7,739 / FY15-16= 5,701

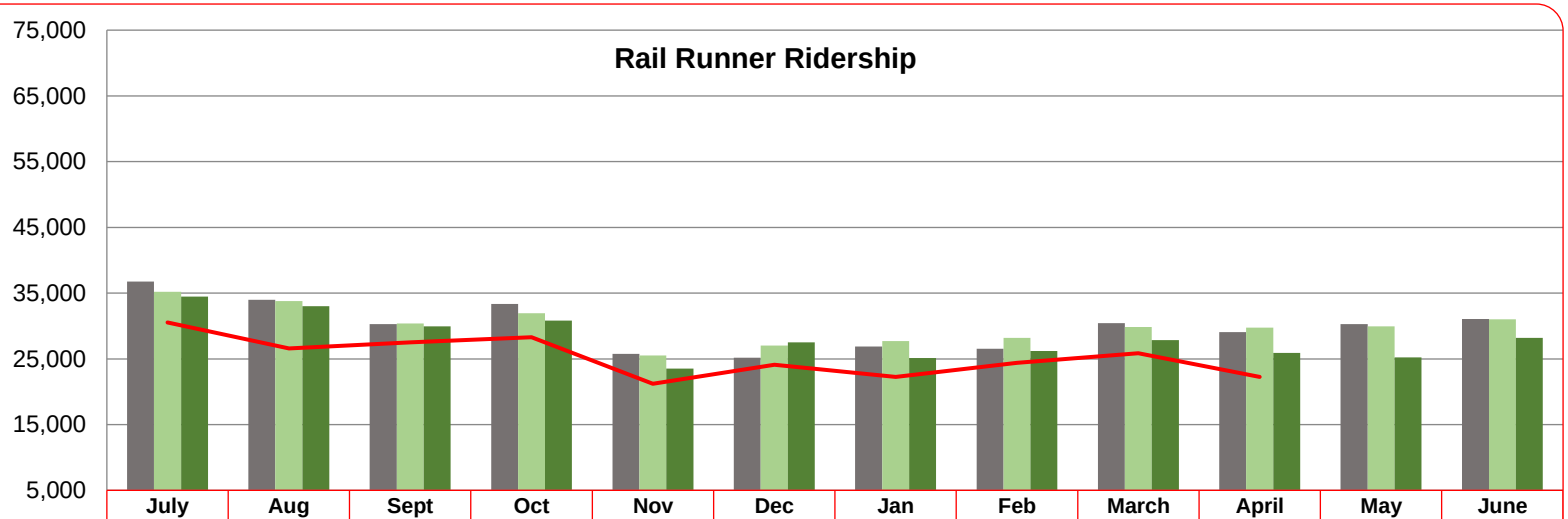
Santa Fe Pick Up



	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY- 12/13	9395	9180	5153	9699	5292	5046	5319	4248	6808	5352	8175	6651
FY- 13/14	9818	9771	7194	5006	5264	5273	5120	5493	6570	6009	6420	4475
FY- 14/15	8908	10094	8136	9187	5795	4746	5464	6606	7120	6298	6097	8339
FY-15/16	3263	8431	7701	9718	4565	4573	4149	4941	6549	6033		

FY12-13= 80,318 / FY13-14= 76,413 / FY14-15= 86,790 / FY15-16= 59,923

Rail Runner Ridership



	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
FY-12/13	36,767	33,994	30,270	33,336	25,750	25,194	26,887	26,541	30,434	29,068	30,278	31,021
FY- 13/14	35,176	33,786	30,401	31,949	25,522	27,034	27,692	28,176	29,859	29,724	29,930	31,020
FY- 14/15	34,454	33,020	29,923	30,811	23,537	27,502	25,101	26,186	27,842	25,908	25,200	28,196
FY-15/16	30,534	26,572	27,494	28,305	21,210	24,093	22,239	24,390	25,844	22,239		

FY12-13= 309,115 / FY13-14= 360,269 / FY14-15= 337,680 / FY15-16= 252,920